



FEMA

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HSEEP Newsletter

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Policy and Guidance

HSEEP Website release of the AAR/IP Sample Documents

DHS released new After-Action Report/Improvement Plan Sample Documents, designed to illustrate what a final AAR/IP would look like following an HSEEP exercise. DHS posted two separate sample documents—one for an operations-based exercise and the other for a discussion-based exercise—each of which follow the guidance found in the HSEEP AAR/IP Template.

National Exercise Program Implementation Plan Signed

The National Exercise Program Implementation Plan (NEP I-Plan) was approved by the President and distributed by the Secretary of Homeland Security. The NEP I-Plan describes a new “tier” system of exercises and mandates the use of HSEEP Policy and Guidance for all NEP tiered exercises. Once fully implemented, the NEP will work to encourage greater cooperation and joint exercise planning efforts at not just the Federal interagency level, but on the FEMA Region, State, territorial, tribal and local levels as well.

Regional Training and Exercise Plan Workshops

The U.S. Department of Homeland Security (DHS) is initiating annual Regional Training and Exercise Plan Workshops (TEPWs) within each of the ten FEMA Regions. The FEMA Regional TEPWs provide an opportunity for synchronization and prioritization of exercise requirements and objectives and coordination among Federal, State, local, tribal, and territory emergency response entities within a FEMA Region to ensure collaboration on the development of realistic regional exercises.

Regional TEPWs will mirror the process of a State TEPW but with a wider audience. A TEPW provides the opportunity to identify and prioritize capabilities to be trained against and exercised throughout the Region and develop or update the Regional Multi-Year Training and Exercise Plan. The focus is on coordination of all training and exercise activities occurring throughout the Region, including activities sponsored by Federal, State, and Urban Area agencies. The Region must ensure that training and exercise schedules are coordinated to prevent duplication of efforts,

ensure resources are not overextended during training or exercises, and maximize the efficacy of training and exercise appropriations. Moreover, schedule collaboration can present opportunities for jurisdictions and agencies to fulfill multiple grant requirements with a single exercise or training event.

These Regional TEPWs are expected to take place in the March-to-May timeframe in 2008 and involve State and Federal (regional office) participation. The National Exercise Program (NEP) Five-Year Exercise Schedule, including the identification of National Level Exercises, will also be briefed at each Regional TEPW. The schedule of Regional TEPWs will be posted on the National Exercise Schedule (NEXS) System, starting in early February. Specific invitations will be coordinated through each respective FEMA Region.

For more information, please contact NEP@dhs.gov.

Training

Online Training Materials

Corrective Action Program (CAP) System training materials are available via the training link in the CAP System as well as on the CAP System page on LLIS.gov. These materials include the CAP System User Guide, step-by-step guides to key system functions, and online tutorials on Posting an Event, Navigating the Home Page, and Managing Corrective Actions. Web-based and field-based CAP System training is available to organizations and jurisdictions; to request a CAP System WebEx or on-site training session, send an email to support@hseep.net.

HSEEP Flash Demo Tutorials

Two Flash demo tutorials are now posted on the HSEEP Website. The HSEEP Toolkit Flash Demo provides a brief summary of each tool and highlights recent enhancements made to the Toolkit, including visual and design enhancements as well as new features and tools reflected in the recently released version 3.0 of the HSEEP Toolkit.

In addition, a Flash demonstration on Exercise Evaluation Guides provides a tutorial for exercise program managers and/or evaluators on the proper use of an EEG before an exercise, during an exercise, and after an exercise.

To view these new Flash demonstrations, visit [HSEEP Website](#).

National Standardized Exercise Curriculum (NSEC) Updates

Updated Independent Study (IS) courses IS-120 A: An Introduction to Exercises and IS-130: Exercise Evaluation and Improvement Planning were posted on the Emergency Management Institute website.

The next course scheduled for revision that will include HSEEP policy and guidance will be IS-139: Exercise Design. The NSEC will begin work on this project in 2008. If

you're a stakeholder who has independently revised the 139 course materials in the last couple of years to reflect current trends in exercise design, please send an email to HSEEP@dhs.gov.

Master Exercise Practitioner Program (MEPP)

All three courses in the MEPP Course series have been recently updated to reflect HSEEP policy and guidance. Pilot courses with the new HSEEP revisions were conducted throughout the last series with input from various Federal, State, and local stakeholders.

Please visit the HSEEP Website [NSEC Page](#) for more information.

Technology

Modifications to Volume IV

The Volume IV Document Library provides sample exercise documents and formats to be used and/or modified by exercise planners when designing and developing exercises and managing exercise programs. Changes to Volume IV promote efficient and accurate document retrieval and information, which allows each user further control over his or her use of the Library. Some of the enhancements to the Volume IV Library include:

- A full-text search function that enables word searching of every document on the system;
- Volume IV documents referenced throughout Volumes I – III hyperlinked to their corresponding file(s);
- Volume IV documentation systematically checked for adherence to the standards set forth in Section 508 of the Rehabilitation Act;
- All applicable exercise documentation (e.g., SITMANs, EEGs, AARs, etc.) in Volume IV now consist of both a template and sample document; and,
- A revised document tree that minimizes multiple paths to a single document.

For more information or to access the Volume IV Library, please visit the HSEEP Website [Volumes Page](#).

Revised HSEEP Website

The HSEEP Website was updated to make navigation easier and to ensure the items you need and use most frequently are readily available up front on the home page. All sections have a new look and feel designed to make your navigation experience better. Please feel free to provide comments and feedback on how we can improve the HSEEP Website to better suit your needs to HSEEP@dhs.gov

HSEEP Toolkit

Release of HSEEP Toolkit Version 3.0

The National Exercise Division released Version 3.0 of the HSEEP Toolkit which features new tools, a more standardized layout, and continued integration among Toolkit systems. Navigation of the Toolkit was improved, with tabs at the top of the page showing users the title of the exercise they are working on, what part of the Toolkit they are currently in, and allowing users to jump easily between tools. Details of specific enhancements and new features for each tool are outlined further in the sections below.

The HSEEP Toolkit Development Team would like your feedback and comments on how to further develop the HSEEP Toolkit systems. For access to the HSEEP Toolkit or to provide feedback, please contact the HSEEP Toolkit Help Desk at support@hseep.net.

National Exercise Schedule (NEXS) System Update

The NEXS System was updated to increase integration with the Design and Development System (DDS). Utilizing Microsoft Excel 2003 or 2007, Toolkit users are now able to complete data entry into the template and upload exercise data into the NEXS System. In addition, the list of organizations that are Sponsors, Major Participants, and Lead Planning Organizations is easier to navigate in a new tree structure and users have an increased ability to manage duplicate organizations and name changes.

For more information or to logon to the NEXS System, go to the [HSEEP Toolkit Login Page](#).

Design and Development System (DDS) Update

The DDS was updated with various features and now includes two new modules, the Master Scenario Events List (MSEL) Builder and the Exercise Evaluation Guide (EEG) Builder. The DDS now includes a more secure, easy-to-use template system that allows users to enter information into web-based text fields that the DDS uses to generate the template filled out to its fullest extent.

Exercise Evaluation Guide (EEG) and Master Scenario Events List (MSEL) Builders

The EEG Builder enables users to build custom EEGs that are tailored to their exercises in order to evaluate the Target Capabilities that the exercises focus on. Users are also able to create customized Tasks and Measures to further focus the evaluation process.

In addition, the MSEL Builder was developed as a tool to assist with the collaboration in the construction, creation, and drafting of a MSEL. The MSEL is the foundation of exercise execution and play, and the new MSEL Builder is designed to assist exercise planners in constructing a MSEL. The MSEL Builder allows exercise planners to craft a MSEL independently or as part of an exercise in the DDS. Once completed, the MSEL Builder's reports can be distributed to exercise players for exercise conduct.

For more information or to access the DDS, please visit the [HSEEP Toolkit Login Page](#).

Corrective Action Program (CAP) System Update

Several new CAP System features were included in the release of Version 3.0 of the HSEEP Toolkit. These new features are designed to expedite the processes of entering improvement plans into the system and tracking progress made towards corrective actions. Additionally, the CAP System registration process was streamlined such that all users wishing to gain access can receive an account by contacting the HSEEP Toolkit Help Desk.

Highlights of new CAP System features include:

- The Improvement Plan Upload Tool, which allows users to import improvement plans directly from Excel to the CAP System with the click of a button;
- A single-entry page for all improvement plan data to expedite the data entry process;
- Unique identifiers for recommendations and corrective actions;
- Expanded event assignment and reporting tool options to build on existing features and notifications;
- New step-by-step tutorials to help guide users through CAP System functions; and,
- More flexibility for system administrators and new user registration.

Single Sign-On

A new Single Sign-On feature allows Toolkit users to logon to the three systems through a single interface. Single Sign-On enables users to log-on to the HSEEP Toolkit with a valid username and password for the NEXS System, DDS, or CAP System and access Toolkit systems within one session.

HSEEP Toolkit registration procedures have not changed. Because access to each system is role-based, registration for the NEXS System and the DDS is handled separately from the CAP System registration. Single Sign-On is also dependent upon users having registered for each system with the same email address. When users login through the [HSEEP Toolkit Login Page](#), they may access only those systems for which they have a registered username and password.

To request access to any of the HSEEP Toolkit systems, please email support@hseep.net.

HSEEP Data Exchange Standards

The HSEEP Data Exchange Standard is an agreed upon terminology and set of definitions, based on HSEEP methodology, for exchanging data among and between HSEEP users and the HSEEP Toolkit. This Standard allows the online HSEEP Toolkit to interface and exchange data seamlessly with any external system

that has been properly configured to do so. It also allows users without such a system to submit data directly to the HSEEP Toolkit by using one of the data submission worksheets already embedded with the necessary data exchange standard formatting and available on the HSEEP Website.

With the development of the HSEEP Data Exchange Standard, FEMA's National Exercise Division joins a growing number of DHS component agencies actively working together to improve the overall flow of information throughout DHS and the Federal Government. Like National Exercise Division, this larger effort is leveraging work being done by the National Information Exchange Model (NIEM), a robust community of public and private entities working together to improve information sharing on a much larger scale.

More information about the HSEEP Data Exchange Standard and NIEM can be found in the HSEEP Data Exchange Standards section of the HSEEP Website [Standards Overview Page](#).

Lessons Learned Information Sharing (LLIS.gov) Update

LLIS.gov published new Best Practices, Lessons Learned, Good Stories, and Practice Notes on a variety of topics including: Pet-Friendly Sheltering; Radiological Dispersal Device Incident Response Planning; Emergency Management; Fire Operations; Mass Decontamination; Exercise Planning; Hospital Preparedness; Disabilities and Other Special Needs; Interoperable Communications; and School Safety.

In addition to original research, LLIS.gov vastly increased its document repository, currently holding over 11,000 documents ranging from emergency operations plans and templates to after-action reports and improvement plans.

LLIS.gov added several one-stop resource pages on the HSEEP Toolkit; Interoperable Communications; Tactical Interoperable Communications Plan Exercises; Emergency Planning for Persons with Disabilities and Other Special Needs; and National Preparedness Policy and Guidance. The latter contains new and updated National Preparedness Guidelines, Target Capabilities List, and the National Response Framework.

LLIS.gov also recently launched its After-Action Report (AAR) Resource Center. As the national repository for after-action reports, LLIS.gov developed the AAR Resource Center so that members can more easily access after-action reports from exercises and real world incidents.

To access all the new resources, please log onto [LLIS.gov](#).

Direct Support

FY08 Direct Support Transitions to Regional Exercise Support Program

On 22 January, the National Exercise Division officially announced the implementation of the new Regional Exercise Support Program (RESP). Through RESP, the National Exercise Program (NEP) will provide exercise technical assistance to all ten (10) FEMA regions. Exercises provided under this program are compliant with the Homeland Security Exercise and Evaluation Program (HSEEP) and are intended to serve as model exercises that provide a benchmark for jurisdictions to work from relative to building upon and improving their respective exercise programs. RESP will provide contractor support for the design, development, conduct, and evaluation of preparedness exercises in the ten (10) FEMA regions throughout the United States.

The program is designed to support local, state, and regional exercise initiatives and, once developed, the Regional multi-year training and exercise plan.

Exercise Operational Updates

Exercise Updates

Top Officials 4: Exercising National Preparedness

Top Officials 4 (TOPOFF 4), the Nation's premier terrorism preparedness exercise, involved top officials at every level of government, as well as representatives from the international community and private sector. Taking place October 15-19, 2007, the TOPOFF 4 Full-Scale Exercise featured thousands of Federal, State, territorial, and local officials. These officials engaged in various activities as part of a robust, full-scale simulated response to a multi-faceted threat.

The TOPOFF 4 Full-Scale Exercise built on knowledge derived from earlier TOPOFF exercises and recent real world events, and contained several new elements:

- Increased coordination with U.S. Department of Defense exercises to combat global terrorism;
- Expanded emphasis on prevention – the opportunity to piece together an intelligence “puzzle” and stop an attack before it occurs;
- Focus on mass decontamination and large-scale recovery and remediation issues; and,
- Focus on coordinating procedures and communications with a U.S. territory.

The overall exercise was successful in highlighting improvements since previous exercises and real-world responses as well as identifying areas requiring further improvement. The next step in the after action process is a reconstruction and analysis of the exercise to support the development of recommendations that will help D/As craft corrective actions. Corrective action planning will feed into the development of objectives for future exercises conducted under the National Exercise Program so that those exercises can evaluate the effectiveness of corrective actions taken in response to TOPOFF 4, and to help further refine these improvement areas. The recently completed After Action Conference on January 15-16, 2008 addressed these issues.

For more information on TOPOFF 4, please visit the [DHS Website](#).

National Level Exercise 2-08 (Tier II): A Combination of Interagency Efforts

National Level Exercise (NLE) 2-08 will include multiple scenario elements in several venues in the United States and Canada. A Category IV hurricane will impact FEMA Region III and the National Capital Region (NCR), causing continuity and response operations. Multiple terrorist attacks will occur in the state of Washington to exercise both response capabilities to chemical weapons attacks and specific Defense Support to Civil Authorities (DSCA) capabilities. An accidental VX release in Umatilla, Oregon will exercise the Chemical Stockpile Emergency Preparedness Program (CSEPP). Other venues include aerospace and maritime elements. Canada will also participate in coordinated scenario elements and exercise internal objectives. This National Exercise Program, Tier II exercise, is scheduled for May 2008.

Pandemic Influenza Exercise Series

To ensure that all Federal government agencies and personnel at the headquarters and regional levels have the appropriate policies and procedures in place for a major pandemic outbreak, the Department of Homeland Security, in coordination with Health and Human Services (HHS), has developed the Pandemic Influenza Exercise Series (PIX). The purpose of this multi-phase series, conceived by Secretaries Chertoff and Leavitt, is to; (1) Synchronize Policies and Plans that have been developed since December 2005 and; (2) evaluate the Command and Control measures for Pandemic Influenza (PI) preparedness and response that have been taken at all levels of government. This will be accomplished by providing venues for States and Federal departments and agencies to exercise their plans and their interaction.

This spring, a Principal's Level Exercise (PLE) will be conducted focusing on coordination and activities at the Cabinet-Level in the event of a Pandemic outbreak. The PLE will involve principal-level officials at the Federal level, providing a forum to discuss issues associated with a pandemic disease outbreak in the United States.

The PLE will be followed by several Regional-level functional exercises. These exercises will incorporate the lessons-learned from the PLE, and provide a venue for States and Principal Federal Officials to evaluate plan interoperability, including the ability to meet traditional and non-traditional requests for assets by States and local governments through the new and untested five DHS Regional Joint Field Offices for Pandemic Influenza. It is anticipated that these Regional Functional Exercises will be held in mid-2008, allowing for input of issues identified during the PLE.

Cyber Storm II Exercise

The Department of Homeland Security's National Cyber Security Division will host Cyber Storm II, the Nation's largest and most comprehensive cyber security exercise, in March 2008. Working with local, state, Federal and international

partners, the exercise will engage four primary sectors: chemical, transportation, IT and communications.

Throughout the planning process, participating organizations will have the opportunity to collaborate across the public and private sectors to build a scenario which addresses the cyber threats that impact critical infrastructure. Driven by the participating sectors and organizations, the scenario will be based on their individual and collective objectives.

The actual exercise scenario will evolve over the course of several days to require coordination and interaction between organizations at the tactical, operational and strategic levels. Exercising information-sharing and communications capabilities, participants will respond to an adversary utilizing cyber and physical attacks to advance a political and economic agenda.

Ultimately, the exercise will support all participating organizations in preparing for and responding to the immediate and cascading effects of cyber disasters on critical infrastructure.

For more information on Cyber Storm II, please contact Jon Noetzel at Jonathan.Noetzel@associates.dhs.gov.

Feedback

HSEEP Support and Help Desk Contact Information

The National Exercise Division encourages user feedback. Comments and suggestions provided by users are essential in continuing to develop and improve HSEEP initiatives.

Please contact the HSEEP Help Desk at HSEEP@dhs.gov with any feedback, comments, or questions. Additional information can be found on the at the [HSEEP Website](#).

Thank you for your continued support.

DHS/FEMA National Exercise Division