



FEMA Fact Sheet

Homeland Security Exercise and Evaluation Program Toolkit

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities- and performance-based exercise program that provides a standardized guidance and terminology for exercise design, development, conduct, evaluation, and improvement planning. The Federal Emergency Management Agency (FEMA) National Exercise Division (NED) manages HSEEP to promote consistency among exercises across the Nation as a means to enhance national preparedness. A key component of HSEEP is fostering self-sustaining exercise programs by providing jurisdictions with consistent doctrine and resources for program management.

Web-Based Applications for Implementing HSEEP

The HSEEP Toolkit is a comprehensive suite of online systems designed to assist practitioners with incorporating HSEEP into their exercise programs. It helps reinforce HSEEP concepts through tools and templates that support the exercise planning phases. The HSEEP Toolkit provides users with program and project management resources and exercise tutorials that are aligned to HSEEP processes and protocols.

Promotes Adoption of Proven and Consistent Exercise Methodology

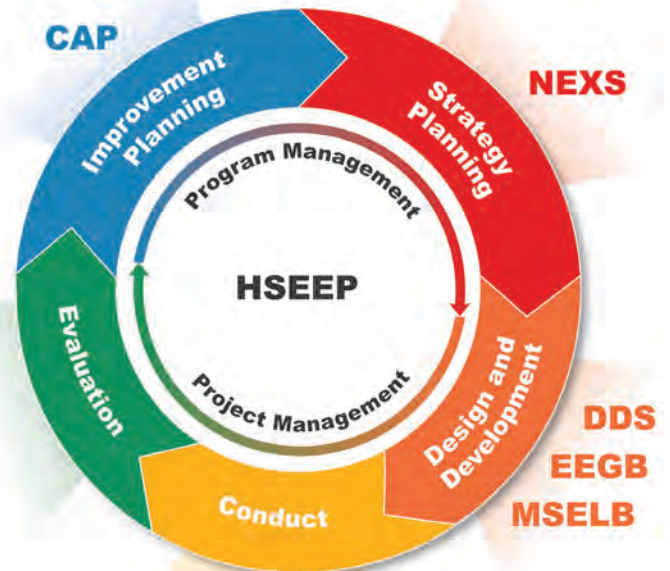
The HSEEP Toolkit is designed to reduce the burden on exercise planners by incorporating best practices and expert guidance into a jurisdiction’s exercise activities. It includes:

- Exercise project and program management tools
- Exercise planning tutorials and user guides
- Exercise timelines, task lists, templates, and reference documents
- Templates automatically populated with existing user-inputted information
- Collaborative planning team notes and message boards
- E-mail functionality for communication among planning team members
- Printable timelines, task lists, and summary pages

One-Stop Shop for Exercise Lifecycle Resources

The HSEEP Toolkit is made up of systems and subsystems that align to specific phases of the HSEEP planning cycle and are accessible through a single sign-on function. Access to these tools is password protected to safeguard exercise planning and evaluation information and maintain user data confidentiality.

HSEEP Toolkit Systems



FEMA

“FEMA’s mission is to support our citizens and first responders to ensure that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.”



National Exercise Schedule (NEXS) System

The National Exercise Schedule (NEXS) System is an online calendar for scheduling and synchronizing Federal, State, tribal, and local exercises, trainings, and other preparedness-related events. It facilitates efficient allocation and deployment of resources by providing visibility into scheduled exercises and events to enable planners to collaborate or deconflict early in their planning. Through NEXS, planners can identify overlaps in target capabilities and potentially integrate their exercises. Exercises and major events entered into the system are compiled into a National online calendar that can be exported into individual reports.

Design and Development System (DDS)

The Design and Development System (DDS) is a project management tool for discussion- and operations-based exercises that provides templates and guidance for developing timelines, managing planning teams, and creating and managing exercise documentation. In addition to generating customized task lists, tracking documents, and timelines, the DDS offers users design and development assistance that include HSEEP document references and definitions.

Master Scenario Events List (MSEL) Builder

The Master Scenario Events List (MSEL) Builder supports users in creating and developing an exercise MSEL. It is designed to assist exercise planners with constructing their MSELs and to provide a tool with which planning team members can draft individual injects for an exercise. Users can generate reports for exercise planners and controllers that include summaries of injects, detail pages for individual injects, and the full MSEL spreadsheet.

Exercise Evaluation Guide (EEG) Builder

The Exercise Evaluation Guide (EEG) Builder provides a tool to develop capabilities-based EEGs based on language from the Target Capabilities List. It can be customized for the type, scope, scenario, and jurisdiction for an exercise. Based on the activities, tasks, and performance metrics modified or added through the builder, users can create customized EEGs for evaluators to use during exercise conduct and improvement planning.

Corrective Action Program (CAP) System

The Corrective Action Program (CAP) System assists users in maintaining and tracking corrective actions identified in After Action Reports and Improvements Plans following exercises and real-world incidents. The system helps program managers resolve preparedness deficiencies in a systematic manner by providing a common interface for analyzing and tracking completion of corrective actions.

Toolkit Training

NED offers an interactive, 1.5-day training course for HSEEP users on how to apply these tools in exercise planning within a demonstration environment. The course guides users through Toolkit systems and subsystems and offers best practices for making efficient use of Toolkit functions. Class sizes range from 10 to 25 participants.

Contact HSEEP

For access to the HSEEP Toolkit, please contact the HSEEP Toolkit Help Desk at support@hseep.net or 877-612-HELP (4357).

For additional information, visit the HSEEP Web site at hseep.dhs.gov or contact the HSEEP Support Team at hseep@dhs.gov.

