

EXERCISE PLANNING



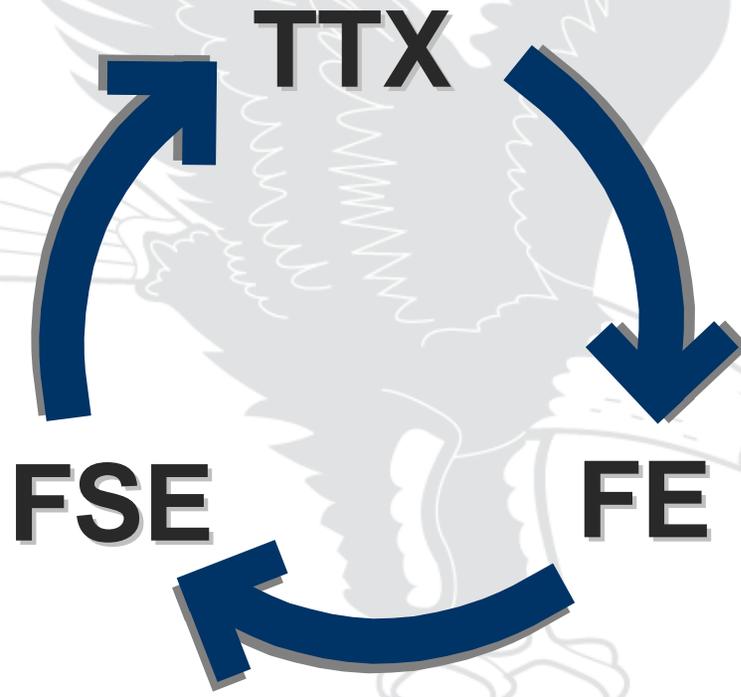
EXERCISE PROGRAMS ARE *CYCLICAL*



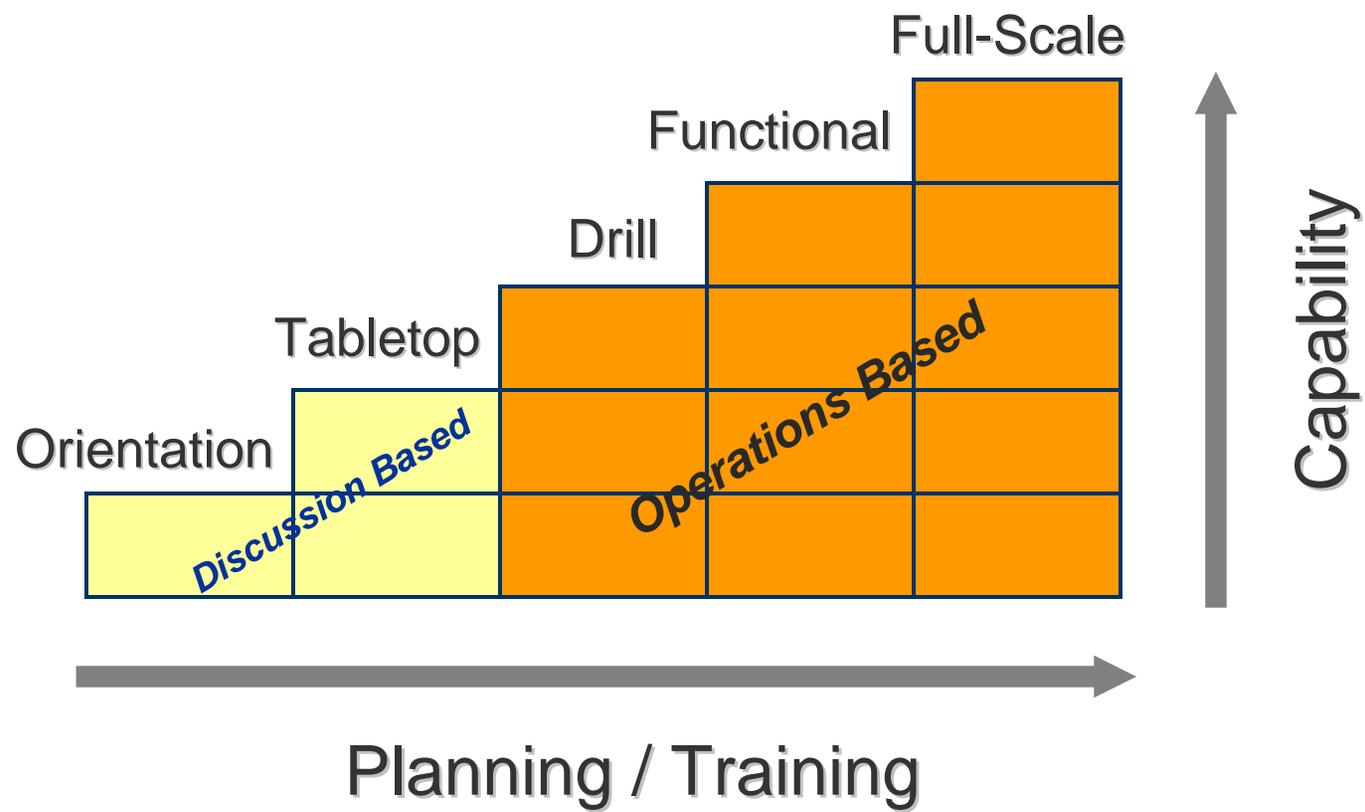
A cyclical approach to exercise development

PROGRESSIVE AND CYCLICAL

Exercises will be designed and scheduled following the building-block approach, with each exercise increasing in scope, scale, and complexity



BUILDING BLOCK APPROACH



Exercise programs are *Progressive*

EXERCISE PLANNING PROCESS



EXERCISE PLANNING PROCESS

- The exercise planning process can involve considerable coordination among participating agencies and officials
- The planning process includes:
 - Managing the project
 - Convening a planning team
 - Conducting planning conferences
 - Identifying exercise design objectives
 - Developing the scenario and documentation
 - Assigning logistical tasks
 - Identifying the evaluation approach

EXERCISE PLANNING PROCESS

Is an exercise design tool which:

- Provides a visual overview of the exercise
- Tracks the entire exercise development cycle
- Tracks related hours/costs of exercise
- Provides method to identify duties
- Monitors assigned responsibilities

EXERCISE PLANNING PROCESS

- Allows for exercise development expansion based on need
- Need can be established by:
 - Size of the exercise project
 - Complexity of the exercise
 - Need to expedite the process

ASSESS NEEDS

Review your current plan and address:

- Hazards
 - Secondary hazards
- Functions most in need of training
- Potential participants
- Past exercises
- Exercise requirements
- Capabilities

NEEDS ASSESSMENT RESULTS

- Hazards that the organization faces
- Problems that need to be resolved
- Problems that recur
- Skills that need to be practiced
- Functions that are weak
- Improvements implemented after previous exercises which now need to be tested
- New facilities, personnel, or equipment that have not been included in an exercise
- Weaknesses in the emergency plan or the SOPs
- The need for role clarification
- The need for a certain type of exercise

EVALUATE PAST EXERCISES

- Who participated in the exercise and who did not?
- To what extent were the exercise objectives achieved?
- What lessons were learned?
- What problems were revealed, and what is needed to resolve them?
- What improvements were made following past exercises, and have they been tested?

EXERCISE PLANNING PROCESS

Exercise Planning Team:

- The exercise planning team is responsible for designing, developing, conducting, and evaluating all aspects of an exercise
- The planning team determines exercise design objectives, tailors the scenario to jurisdictional needs, and develops documents used in exercise evaluation, control, and simulation

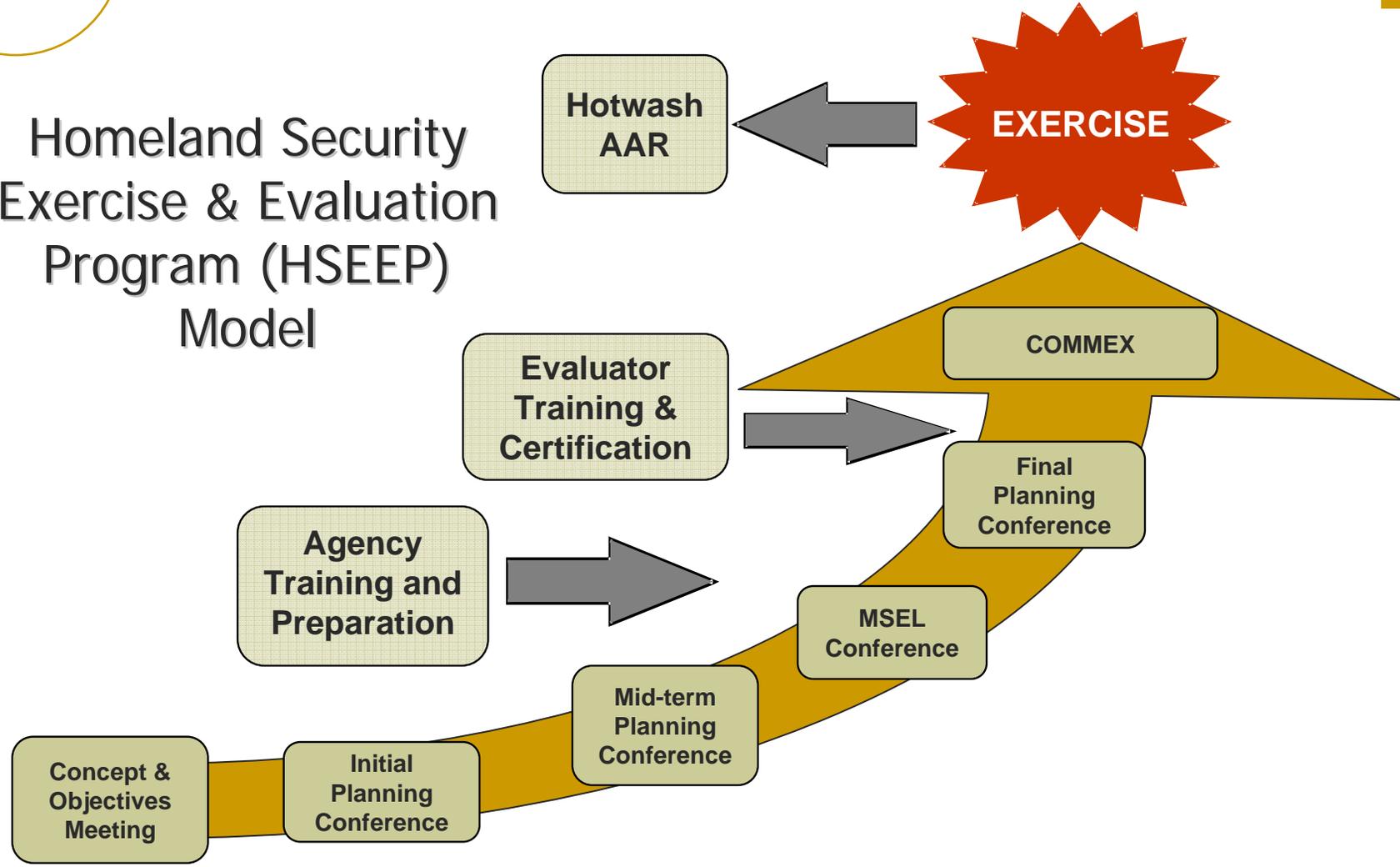
EXERCISE PLANNING TIME

Design timelines vary due to the type of exercise or the complexity:

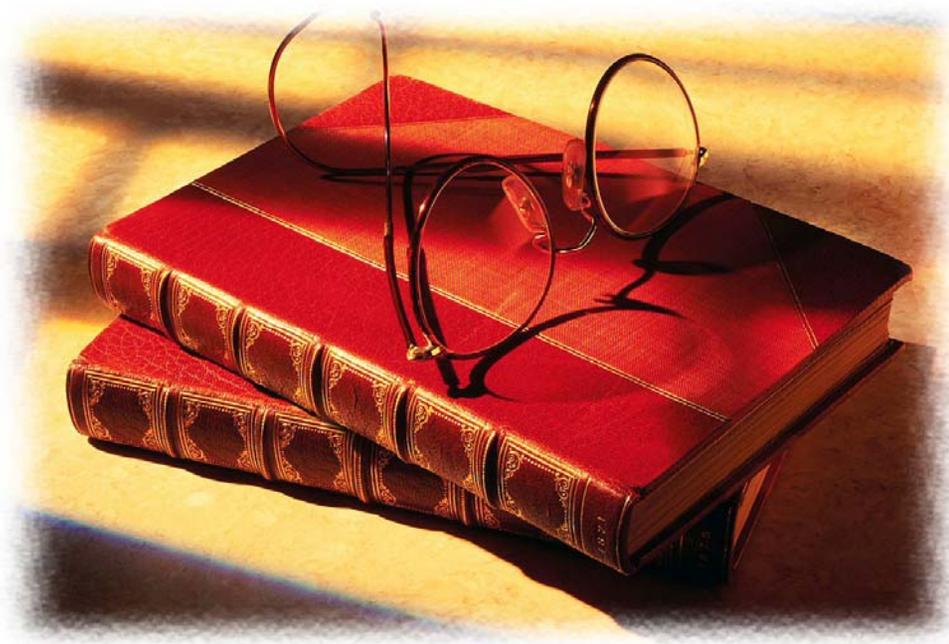
- Orientation: 1-2 weeks
- Drill: 1 month
- Table-top Exercise: 4 to 6 months
- Functional Exercise: 6 to 18 months
- Full Scale Exercise: 12 to 18 months

EXERCISE ROADMAP

Homeland Security
Exercise & Evaluation
Program (HSEEP)
Model



TTX DOCUMENTATION



TTX DOCUMENTATION

- Situational Manual (SITMAN)
 - Provides background information on the exercise scope, schedule, and objectives to the Players
- Control / Evaluation Plan (C/E PLAN)
 - Supplements the SITMAN, contains more detailed information about the exercise scenario, and describes exercise controllers' and evaluators' roles and responsibilities and the methodology of evaluation
- Evaluation Plan (EVALPLAN)

TTX DOCUMENTATION

- Exercise Evaluation Guides (EEGs)
 - These guides incorporate the critical tasks that should be completed in an exercise
 - EEGs provide evaluators with information on what they should expect to see, space to record observations, and questions to address after the exercise as a first step in the analysis process

QUESTIONS

