

National Exercise Division

Regional Exercise Support Program Guide

January 2008



FEMA

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1.0 REGIONAL EXERCISE SUPPORT PROGRAM

1.1 Background

The *Homeland Security Act of 2002* assigned the Department of Homeland Security (DHS) with, "...the primary responsibility within the executive branch of Government to build and sustain the preparedness of the United States to reduce vulnerabilities, prevent, respond to, and recover from acts of terrorism." This Act contains provisions that outlined a framework for building and maintaining national preparedness to prevent, protect, respond, and recover from incidents regardless of cause, scope, or complexity.

Within this Act, specific mandates were established to exercise and evaluate the nation's preparedness capabilities. The National Exercise Division¹ (NED) was established as the Federal agency to develop, coordinate, and manage a national exercise program that would enable Federal, Tribal, Territorial, Regional, State, and local stakeholders to exercise and evaluate their preparedness capabilities in a consistent and integrated manner. Under the NED, the Homeland Security Exercise and Evaluation Program (HSEEP) was established as the nation's capabilities-based exercise and evaluation program to develop standardized policy, methodology, and terminology for all aspects of exercise design, development, conduct, evaluation, and improvement planning.

The *Post Katrina Emergency Management Reform Act of 2006* enabled the Federal Emergency Management Agency (FEMA) and DHS to integrate their support and coordination activities to ensure effectiveness and consistency of ongoing initiatives. To facilitate this integrated approach, the Direct Support Program² has been aligned with the FEMA regional organizational structure³ as the new Regional Exercise Support Program (RESP). As with the former Direct Support Program, the new RESP is HSEEP compliant and continues to serve as a model for exercise development and conduct for stakeholders across the nation.

1.2 Purpose

The purpose of the RESP is to provide support to regionally coordinated exercise initiatives. The RESP supports regional, State, territorial, Federally Recognized Tribes, local, and Urban Area Security Initiative (UASI) -designated metropolitan area exercise initiatives. Specifically, the program provides:

- Facilitation of Training and Exercise Plan Workshops (TEPWs);
- Delivery of the HSEEP Mobile Training Course (MTC), and;
- Exercise Support.

1 NED was formerly known as the Exercise and Evaluation Division of the DHS Preparedness Directorate.

2 The Direct Support Program has been updated to the RESP to reflect new regional strategy.

3 10 geographically distinct regions through which FEMA support services and resources are provided.

1.3 Eligibility

The following jurisdictional entities are eligible for exercise support through the RESP:

- FEMA Regions;
- States;
- Territories;
- FRTs;
- UASI-designated metropolitan areas, and;
- Local jurisdictions.

Please Note: All applications originating from States, Territories, and FRTs must be coordinated through the appropriate FEMA Regional Exercise Officer (REO). Visit <http://www.fema.gov/about/contact/regions.shtm> to identify the appropriate REO for your application. Also, all applications originating from local and UASI-designated metropolitan areas jurisdictions must be coordinated and submitted through the State Administrative Agency (SAA).

1.4 Priority

While the RESP encourages and collaborates with all preparedness exercise initiatives, support will be provided to those exercise initiatives that demonstrate a direct linkage and/or alignment to:

- Specific requirements/criteria in the FEMA Grant Program Directorate Guidance⁴;
- National Exercise Program⁵ (NEP) and/or other Federally-mandated exercise initiatives;
- FEMA Regional Exercise Initiatives and/or Priorities;
- Multi-year Training and Exercise Plan (MTEP) and Schedule;
- State Homeland Security Strategies;
- Implementation of recommendations from AAR/IPs; and/or
- An exercise beyond the scope typically conducted by the applicant.

Please note: All applications for exercise support must be included in the jurisdiction's current MTEP and submitted to the National Exercise Scheduling System (NEXS).

⁴ Formerly DHS Grants and Training (G&T) Homeland Security Grant Program (HSGP).

⁵ Visit <https://hseep.dhs.gov> for an overview of NEP initiatives.

2.0 REGIONAL EXERCISE SUPPORT OFFERINGS

The RESP provides support to exercise-related initiatives through three program offerings:

- Training and Exercise Planning Workshops (TEPW);
- HSEEP Mobile Training Courses (MTC), and;
- Exercise Support.

Please note: RESP support offerings are aligned to national exercise priorities and other national level homeland security initiatives. As such, the availability of RESP support may vary by FEMA region and fiscal year⁶.

2.1 Training and Exercise Planning Workshop

A TEPW is a discussion-based workshop, providing a jurisdiction with the opportunity to review its homeland security strategy and develop or update a Multi-year Training and Exercise Plan (MTEP) to support the overall strategy. This will help ensure State, Territory, UASI-designated metropolitan areas, and local exercise initiatives are coordinated to prevent duplication of effort, ensure efficient use of resources, avoid overextending key agencies and personnel, and maximize the efficacy of training and exercise appropriations.

Through the TEPW, Regions, States, territories, FRTs, UASI-designated metropolitan areas and localities can identify key priorities and major events over a multi-year timeframe. Those priorities can then be mapped to the Target Capability List (TCL), identified as part of the implementation of the National Preparedness Goal, as well as aligned with training and exercise activities. A TEPW can also serve as a forum to review program accomplishments to date, and to identify needed modifications to existing plans, strategies, and guidance. Moreover, the TEPW provides a venue for schedule collaboration across multiple levels of government, providing for identification of opportunities for jurisdictions to fulfill multiple grant requirements with a single exercise or training course.

The FEMA Grant Program Directorate guidance requires States, territories, FRTs, local, and UASI-designated metropolitan areas to participate in an annual TEPW in order to develop and implement a MTEP. This multi-year training and exercise plan should then be coordinated with the FEMA Regional Exercise and Training priorities to ensure capabilities at all levels are exercised in an effective and integrated manner. A TEPW may also be conducted at the FEMA Region level to broaden the scope of the MTEP to include all regional exercise activities.

For more information on MTEPs and TEPWs, visit the HSEEP website at <https://hseep.dhs.gov> or see HSEEP Volume I.

⁶ Contact your REO to learn more about the available support offerings within your region.

2.2 HSEEP Mobile Training Course Delivery

The Mobile Training Course is an intermediate-level training course incorporating exercise guidance and best practices from the HSEEP Volumes. It is an interactive course allowing participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, group discussions, and introductions to HSEEP and related initiatives such as supporting technology (e.g., HSEEP Toolkit) and capabilities-based planning (e.g., UTL and TCL). Activities include creating exercise documentation, conducting planning conferences and briefings, and practicing exercise evaluation. This approach provides participants with hands-on experience that translates to real-world exercise responsibilities.

The Standard Course is organized into seven modules over 3 days; each module consists of a series of lessons. Although the course is modular, all modules are intended to be delivered under the RESP. The structure of the course is as follows:

- Module 1: Introduction: Purpose, background, and scope of course.
- Module 2: Exercise Program Management: Fundamentals to provide the foundation to develop and manage a self-sustaining HSEEP.
- Module 3: Foundation: Organizing the exercise planning team, scheduling planning conferences, and outlining a project management timeline.
- Module 4: Design and Development: Conceptual and logistical differences between the design and development phases of discussion-based and operations-based HSEEP exercises.
- Module 5: Exercise Conduct: How to successfully execute discussion-based and operations-based HSEEP exercises.
- Module 6: Exercise Evaluation: How to evaluate discussion-based and operations-based HSEEP exercises and identify areas for improvement.
- Module 7: Improvement Planning: How to develop and implement Improvement Plans to increase preparedness.

Please note: There is also an eighth module available on request. This 4-hour module serves as a train-the-trainer session, and extends the total course to 3 ½ days. This module is only taught when the 'Train-the-Trainer' is requested.

2.3 Exercise Support

The RESP provides support to a variety of exercise initiatives as defined in HSEEP. This support is focused on providing administrative and logistical assistance in planning,

conducting, and evaluating an exercises initiative. The exercise types eligible for RESP support⁷ are:

2.3.1 Discussions Based Exercises

Discussion-based exercises are designed to familiarize participants with current plans, policies, agreements and procedures, or may be used to develop new plans, policies, agreements, and procedures. Types of Discussion-based exercises are:

- **Seminar:** A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).
- **Workshop:** A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-year Training and Exercise Plan).
- **Tabletop Exercise (TTX):** A tabletop exercise involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.

2.3.2 Operations Based Exercises

Operations-based exercises are designed to validate plans, policies, agreements and procedures, clarify roles and responsibilities; and identify resource gaps in an operational environment. Types of Operations-based Exercises are:

- **Functional Exercise (FE):** A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any "boots on the ground" (i.e., first responders or emergency officials responding to an incident in real time).
- **Full-Scale Exercises (FSE):** A full-scale exercise is a multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and "boots on the ground" response (e.g., firefighters decontaminating mock victims).

⁷ Only exercise types eligible for RESP support are discussed in this guide. For a complete listing of exercise types, see HSEEP Volume I.

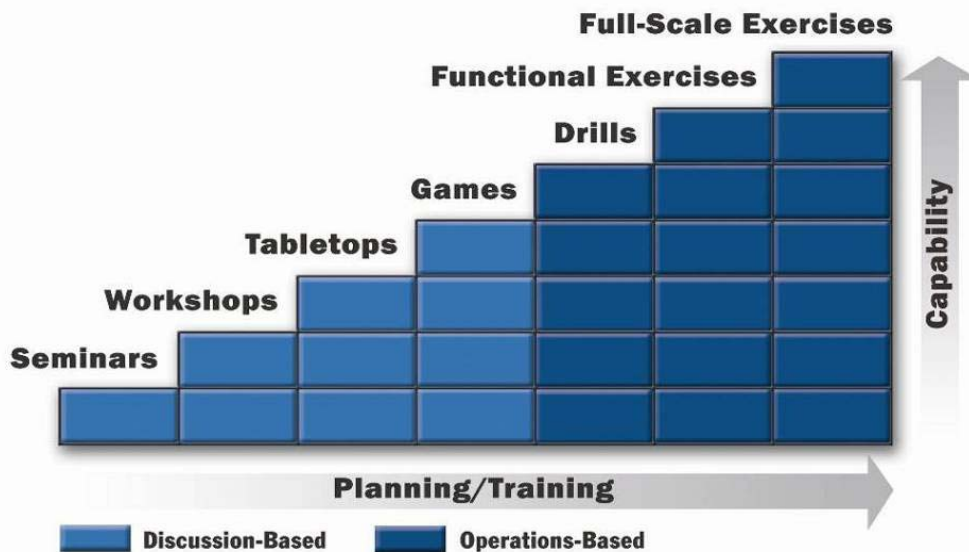
3.0 PLANNING CONSIDERATION FOR EXERCISE SUPPORT

Effective exercises are the result of a collaborative approach that integrates the different resources and exercise needs of the various agencies, organizations, and individuals within the jurisdiction. As such, it is recommended that stakeholders review the jurisdiction’s MTEP, or appropriate strategy, before engaging in the RESP application process. This review may provide opportunities to collaborate and/or combine with other exercise initiatives resulting in a more effective and efficient of the jurisdiction’s resources. Exercise planning cycles often require months of planning, and are often extended beyond their anticipated state date. As such, exercise planning timelines should be flexible and provide sufficient time to involve the appropriate Federal, regional, tribal, State, UASI-designated metropolitan areas, and local partners.

3.1 The Building Block Approach

Although each exercise type can be executed as a single activity, greater benefit can be achieved through a building-block approach that exposes exercise participants to gradually increasing complexity of exercise conduct. A multi-year plan⁸ employs a building-block approach in which training and exercise activities focus on specific capabilities in a cycle of escalating complexity. For example, a series of exercises may begin with an executive-level seminar and progress towards a TTX exercise; or an exercise may begin with a TTX and progress to a FS or FSE. See Figure 3.1 for a depiction of the building-block approach.

Figure 3.1: The Building Block Approach



⁸ For more information on how a Multi-Year Training and Exercise Plan can be aligned with other activities to support an entity’s preparedness priorities, see HSEEP Volume I, Chapter 4.

3.2 Scenarios

The RESP supports exercises dealing with the full range of hazardous scenarios and incidents (e.g. natural disasters, terrorism, technological disasters)⁹. If conducting a natural or technological disaster exercise, the scenario must be catastrophic in scope and size, as defined by the National response Framework (NRF)¹⁰.

Exercise planners may use the National Planning Scenarios as a reference or model for scenario design, or as a planning tool to help conceptualize the magnitude of threats facing a jurisdiction. However, it is **not** necessary for jurisdictions to replicate the National Planning Scenarios in their exercises. Rather, planners should use the tasks and capabilities, derived from the National Planning Scenarios, to design objectives and a scenario tailored to the exercising jurisdiction.

3.3 National Exercise Program

The National Exercise Program (NEP) provides a framework for prioritizing and coordinating Federal, regional, State, territorial, tribal, UASI-designated metropolitan area, and local exercise initiatives. The NEP enables exercise stakeholders to align their exercise priorities with national level priorities through the issuance of annual NEP exercise planning guidance. The NEP provides support components to assist in exercise alignment including exercise scheduling, policy and guidance, corrective actions, and lessons learned. For more information regarding these programs and the NEP, please visit the HSEEP website at <https://hseep.dhs.gov>.

3.4 Terrorism Prevention Exercise Program

The primary mission of the Terrorism Prevention Exercise Program (TPEP) is to enhance overall terrorism prevention capabilities of the Nation through the conduct of prevention-focused exercises that evaluate intelligence and information sharing capabilities and improve Federal, State, and local participants' ability to detect and prevent criminal and terrorism-related activity. The TPEP also supports Fusion Center development and Information Sharing Environment implementation. TPEP provides strategic assistance to all international, regional, State, territorial, tribal, UASI-designated metropolitan areas, and local exercise initiatives. Exercise initiatives supported by the TPEP follow standard HSEEP exercise policy and methodology. Support from the Terrorism Prevention Exercise Program (TPEP) can be requested by selecting the Prevention mission area in question 10 (see the Regional Exercise Support Guide for details on the TPEP). For more information on the TPEP, contact TPEP@dhs.gov or visit the TPEP site at www.llis.gov or the TPEP Special Interest Group (SIG) on Law Enforcement Online (LEO).

⁹ For more information on scenarios, see HSEEP Volume I

¹⁰ Formerly known as the Nation Response Plan (NRP).

3.5 Special Event Exercises

RESP support is available for exercise initiatives directly linked to special events (e.g. national security special events, international sporting events, political convention, conferences) which are generally defined as events that require a scope and/or level of complexity that jurisdictions typically do not address. Special Events exercises must be included in the appropriate Multiyear Training and Exercise Plan (MTEP). The RESP may **not** be utilized as the primary source of support to Special Event exercises. RESP support may be utilized to supplement existing DHS/FEMA grant funds designated for the Special Event (e.g. State Homeland Security and UASI Programs). As with all RESP applications, support for Special Event and other atypical exercise initiatives¹¹ will be evaluated on a case-by-case basis.

¹¹ RESP support may be available for exercise initiatives not defined in this guide. These exercise initiatives must be within the scope of the NED and FEMA Grant Program FY08 guidance.

4.0 ROLES AND RESPONSIBILITIES

Under the RESP, planning an exercise initiative is a team effort between the DHS Exercise Support Team and the participating jurisdiction(s). Exercise planners are responsible to provide exercise objectives and strategic goals based on established priorities and capabilities, as linked to State, Regional, and/or National preparedness guidance to include State Homeland Security Strategies, the National Preparedness Goal, and the Target Capabilities List (TCL). The RESP Exercise Support Team provides the delivery of support activities in accordance with HSEEP.

4.1 Regional Exercise Support Program Support Team

The RESP utilizes multiple Exercise Support Teams specifically assigned to each of the ten FEMA regions to support exercise initiatives within that region. Each team is composed of a cadre of Subject Matter Experts (SME) and specialists with significant practical experience in designing, developing, and conducting a wide variety of preparedness exercises. These SMEs and specialists are assigned to support exercise initiatives based on the type of support requested to ensure each RESP applicant benefits from a wide variety of experiences of national level exercise practitioners. These teams apply the HSEEP doctrine and methodology providing a standardized capabilities and performance-based exercise process. This enables RESP to deliver consistent support to exercise initiatives across the nation.

4.1.1 TEPW and MTC Support

RESP support for TEPWs and MTC will include:

- Assist with TEPW and MTC documentation (agenda, minutes, invitations, etc.);
- Assist with TEPW and MTC conduct, and;
- Develop a TEPW / Conduct a MTC¹².

4.1.2 Exercise Support: Discussion-Based Exercises

- Prepare all documentation (e.g., Situation Manual, Exercise Evaluation Guides, multimedia presentation) and meeting facilitation materials (e.g., agendas, presentations, and minutes) in support of two planning conferences, exercise conduct, and the After Action Conference.
- Post and maintain all materials in the DHS Secure Portal.
- Review all materials as provided by the applicant.
- Conduct and facilitate a minimum of two planning conferences (Initial Planning Conference and Final Planning Conference).
- Provide facilitators to assist with exercise conduct, including one facilitator per functional area or table. These individuals should also include an overall presenter during the exercise to lead the functional group discussions and

¹² A MTEP should contain at least a 2-year schedule.

ensure that participants stay focused on the exercise objectives. Exercise Support Team Facilitators **do not** serve as exercise evaluators.

- Conduct a debrief with the Exercise Planning Team members immediately following the exercise to determine if objectives were met, and provide feedback on the exercise planning process.
- Develop a draft AAR/IP based on input from exercise evaluators.
- Conduct and facilitate one After-Action Conference.
- Incorporate revisions and recommendations from the applicant review of the draft AAR.
- Distribute final copies of all deliverable exercise materials to NED and applicant via DHS Secure Portal.

4.1.3 Exercise Support: Operations-Based Exercises

- Prepare all documentation (e.g., Exercise Plan, Exercise Evaluation Guides, Master Scenario Events List, Controller/Evaluator Handbook) and meeting facilitation materials (e.g., agendas, presentations, minutes) in support of planning conferences, exercise conduct, and the After Action Conference.
- Post and maintain all materials in the DHS Secure Portal.
- Conduct and facilitate a maximum of three Planning Conferences (Initial Planning Conference, Mid-term Planning Conference, and Final Planning Conference).
- Conduct briefings/training before exercise execution for: controllers, evaluators, actors, and players.
- Provide controllers during the exercise, up to one controller per functional area and/or exercise venue. Exercise Support Team Controllers **do not** serve as exercise evaluators.
- Conduct and facilitate a debriefing for controllers and evaluators.
- Develop a draft AAR/IP based on input from exercise evaluators.
- Conduct and facilitate one After-Action Conference.
- Incorporate revisions and recommendations from the applicant review of the draft AAR.
- Distribute final copies of all deliverable exercise materials to NED and applicant via DHS Secure Portal or hard copy as necessary.

4.1.4 Support NOT Provided by the Exercise Support Team

The Exercise Support Team will NOT:

- Pay for an exercise site.
- Pay for or provide food and/or refreshments.
- Pay for or provide actors.
- Serve as a Public Information Officer for the exercise.
- Provide evaluators.
- Pay direct personnel costs (Note: overtime and backfill costs will be reimbursed based on FEMA Grant Program guidelines).

- Provide backfill personnel.
- Provide video documentation.
- Provide reimbursement for the maintenance and/or wear and tear costs of general use vehicles (e.g., construction vehicles) and emergency response apparatus (e.g., fire trucks, ambulances). The only vehicle cost that is reimbursable is fuel/gasoline and mileage.
- Purchase equipment for permanent installation and/or use, beyond the scope of exercise conduct (e.g., electronic messaging signs).

4.2 Exercise Planning Team

The local Exercise Planning Team is managed by a Lead Exercise Planner provided by the applicant (also referred to as the Exercise Director, Exercise Planning Team Lead). The Exercise Planning Team should be of manageable size and should include a representative from each of the major participating jurisdictions and response agencies.

For a single-jurisdiction exercise, planning team members should represent key agencies and departments. For a larger, multi-jurisdictional exercise, planning team members should include representatives from each jurisdiction and participating functional area (e.g., fire, law enforcement, medical, public works, private industry, and volunteer groups). The membership of an Exercise Planning Team should be modified to fit the type or scope of an exercise.

The following tasks are examples of support that Regional, State, Territorial, Tribal, and/or local Exercise Planning Teams typically provide. Not every task will be needed for every exercise, nor are all potential support needs represented.

4.2.1 Exercise Development Support: Discussion-Based Exercises

- Identify and designate members of the Exercise Planning Team.
- Assign a lead for the Exercise Planning Team.
- Schedule planning conferences and exercise conduct.
- Assign responsibilities and due dates for each task.
- Identify participating agencies/organizations and observers.
- Review documentation.
- Identify and assign data collectors/evaluators for exercise conduct.
- Secure facilities/rooms for exercise planning conferences.
- Identify the exercise location and reserve room (e.g., conference room, banquet hall) for exercise conduct.
- Arrange for food and refreshments.
- Develop correspondence letters (e.g., participant invites, thank you letters).

4.2.2 Exercise Development Support: Operations-Based Exercises

- Identify and designate members of the Exercise Planning Team.
- Assign a lead point of contact for the Exercise Planning Team.

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- Schedule planning conferences and exercise conduct.
- Assign responsibilities and due dates for each task.
- Review documentation.
- Identify participating agencies/organizations.
- Identify and assign controllers and evaluators/data collectors.
- Recruit actors and manage actor logistics (e.g., waiver forms, applying moulage).
- Identify exercise location/venue.
- Disseminate information to public and media (i.e., via pamphlets, print, radio, television).
- Designate someone to escort and brief media and observers/VIPs before and during the exercise.
- Develop correspondence letters (e.g., participant and actor invites, thank you letters).
- Provide food and refreshments.
- Provide any necessary devices (i.e., flash bangs, smoke machines, mock secondary device).
- Provide site security (e.g., perimeter barricading and signage).

5.0 EXERCISE SUPPORT TOOLS AND RESOURCES

The HSEEP Toolkit is a set of online applications designed to aid exercise stakeholders to coordinate, design, development, conduct, and evaluate, and document their exercise initiatives. The HSEEP Toolkit can be found at <https://hseep.dhs.gov> and includes the following exercise support applications:

5.1 National Exercise Schedule (NEXS) System

The NEXS System serves as the Nation's online comprehensive tool to facilitate scheduling, deconfliction, and synchronization of all National-Level, Federal, State, and local exercises. All exercise initiatives supported through the RESP **must** be submitted to the NEXS prior to submitting the Regional Exercise Support Application.

5.2 Design and Development System (DDS)

DDS is a project management tool and comprehensive tutorial for the design, development, conduct, and evaluation of exercises. The DDS provides users with the appropriate templates and guidance from the HSEEP Volumes for developing timelines, planning teams, and exercise documentation (e.g., Situation Manuals, Exercise Plans, exercise planning conference materials). The DDS is the technological backbone for the planning process described in HSEEP Volume II: Exercise Planning and Conduct.

5.3 Exercise Evaluation Guide Builder (EEG)

The EEG Builder allows users to create customized EEGs by selecting which Activities from a given Capability will be evaluated during an exercise. Users can also create customized Tasks and Measures to further focus the evaluation process.

5.4 Master Scenario Events List (MSEL) Builder

The MSEL Builder allows exercise Lead Planners to create customized MSEL formats by providing an automated 'wizard' type interface that guides a user through a series of data fields of essential exercise information. Data field population allows users to select from predefined exercise information to create individual injects for a MSEL.

5.5 Corrective Action Program (CAP) System

Corrective Action Program (CAP) System is an application designed to enable users to prioritize, track, and analyze improvement plans developed from exercises and real-world events. Features of the CAP System include Improvement Plan creation and maintenance, corrective action assignment and tracking, and reporting and analysis. The CAP System functionality is based on the process described in HSEEP Volume III: Exercise Evaluation and Improvement Planning. The CAP System supports the process by which exercise and real-world events can inform and improve exercise programs and

other preparedness components. AAR information from RESP supported exercise initiatives **must** be entered into the CAP.

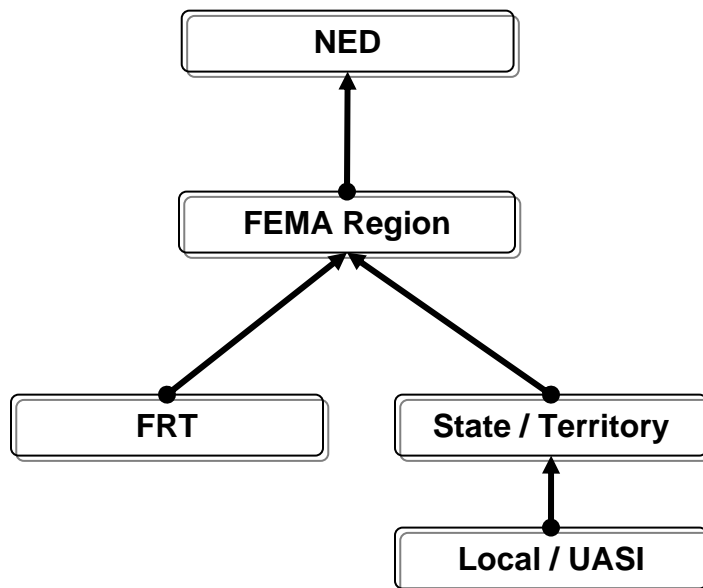
5.6 HSEEP Data Exchange Standards

HSEEP Data Exchange Standards website is designed to promote the data exchange standard for the Homeland Security Exercise and Evaluation Program (HSEEP). In an effort to assist all HSEEP stakeholders with understanding and using the HSEEP Data Exchange Standards, NED has compiled relevant and useful resources and material about the HSEEP Data Exchange Standards into this one central repository.

6.0 REGIONAL EXERCISE SUPPORT APPLICATION PROCESS

RESP support is obtained through an application process similar to the former Direct Support Program, but with a renewed emphasis on the role of the FEMA Region. Exercise programs, points of contact, and respective activities at the state, territorial, and local level are expected to coordinate with the appropriate FEMA Regional Exercise Officer. Local, tribal, and UASI-designated municipalities must submit applications through the appropriate SAA or territorial designated process. The State or territory must then submit the application to the appropriate FEMA Regional Exercise Officer. Figure 6.1 illustrates the RESP Application Submission Process.

Figure 6.1: RESP Application Submission Process



Please note: Applications are available on the HSEEP Website main page at <https://www.hseep.gov>. Please e-mail all completed applications to the hseep@dhs.gov. Applications will be reviewed after the submission deadline (February 1, 2008)

NED staff will perform a quality assurance check on the application. If the application is incomplete, it will be returned to the requesting party for revision and resubmission. Please submit answers for ALL questions contained in the application. If there are any questions about how to fill out the application, please contact your FEMA Regional Exercise Officer.

Once a completed application is received, it will be assigned a NED tracking number. A confirmation e-mail, including the NED tracking number, will be sent to the RESP Applicant within 1 week. Each application will be evaluated by the appropriate FEMA Region Exercise Officer and NED Exercise Manager.

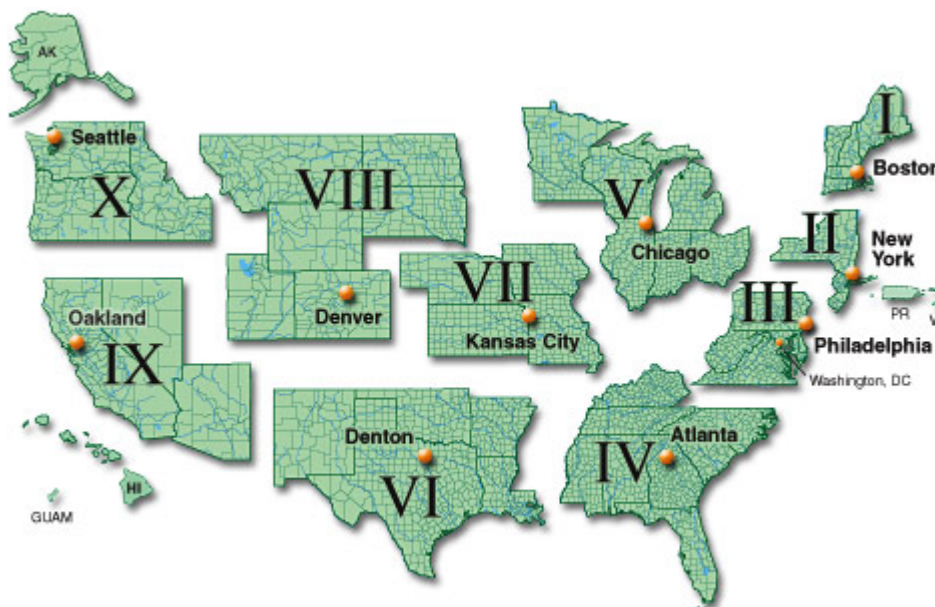
The applicant will be informed within two weeks, through an e-mail notification, as to the status of the their application. Any questions regarding the RESP should be directed to hseep@dhs.gov.

For additional information on exercise support tools, including terminology, types, methodologies, and doctrine visit the official HSEEP Website at: <http://hseep.dhs.gov>

Regional exercise support is based on rating factors. Specifically, the following rating factors will be considered:

- Current Exercise Planning - RESP applications must clearly describe how the proposed exercise is based on existing plans, strategies, and guidance (e.g. NEP Strategy, FEMA Regional Strategy, State Homeland Security Strategy, and Region and State MTEPs).
- Goals, Objectives, and Capabilities - RESP applications must clearly describe how the proposed exercise will integrate and support the goals and objectives of existing plans, strategies, and guidance.
- Exercise Doctrine - RESP applications must clearly describe how the proposed exercise will be HSEEP-compliant to include a capabilities-based planning approach.

APPENDIX A: FEMA Regional Map



Region I	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
Region II	New Jersey, New York, Puerto Rico, Virgin Islands
Region III	Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia
Region IV	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee
Region V	Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin
Region VI	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
Region VII	Iowa, Kansas, Missouri, Nebraska
Region VIII	Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming
Region IX	Arizona, California, Hawaii, Nevada, American Samoa, Guam, Commonwealth of the Northern Mariana Islands, Republic of the Marshall Islands, Federated States of Micronesia
Region X	Alaska, Idaho, Oregon, Washington