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PRACTICE NOTE

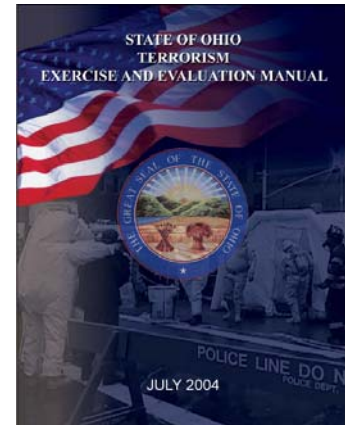
Exercise Program Management: *State of Ohio Terrorism Exercise and Evaluation Manual*

PRACTICE

The *State of Ohio Terrorism Exercise and Evaluation Manual* (EEM) provides step-by-step guidance to the state's cities and counties on planning, conducting, and evaluating Homeland Security Exercise and Evaluation Program (HSEEP)-compliant terrorism exercises.

DESCRIPTION

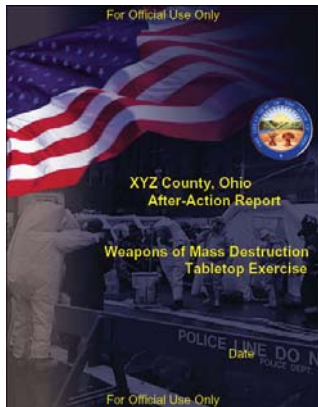
In 2002, the Department of Homeland Security's Office for Domestic Preparedness (now the Office of Grants and Training) launched HSEEP to provide common exercise policy and program guidance for federal, state, and local terrorism exercises. In late 2003, the Ohio Emergency Management Agency developed the *State of Ohio Terrorism EEM*, an evaluation tool that could be readily implemented by the state's numerous volunteer exercise evaluators, to assist its jurisdictions in adopting HSEEP and conducting exercise evaluations. The *State of Ohio Terrorism EEM* was developed by cross-walking the state's Exercise Evaluation Guides (EEG) with what was then known as HSEEP Volume II, creating a new EEG that was familiar to the state's evaluators. By doing so, Ohio was able to rapidly implement a new evaluation tool that has subsequently been successfully utilized in more than 130 exercises. The document was finalized in July 2004.



The *State of Ohio Terrorism EEM* helps jurisdictions understand the unique requirements of running HSEEP-compliant exercises. The EEM also reviews Ohio's exercise policies and provides step-by-step guidance for designing, preparing for, conducting, and evaluating an HSEEP-compliant exercise. The *State of Ohio Terrorism EEM* describes how to conduct an exercise needs assessment, to assemble an exercise design team, and to select exercise objectives. These sections include useful tips and lessons learned, such as the need to develop a purpose statement or the importance of obtaining support from local elected officials.

The *State of Ohio Terrorism EEM* also provides background information and planning guidance for 20 exercise objectives that are directly tied to domestic preparedness. For each objective, the manual explains:

- The basic intent of the objective;
- Questions and evaluation criteria;
- Exercise design and control issues, such as the need for trained actors and various exercise supplies;
- The required level of training and the appropriate home agency for an evaluator; and
- Exercise evaluation forms that incorporate the objective's evaluation criteria.



The *State of Ohio Terrorism EEM* contains an after-action report (AAR) template. The template addresses each section of an HSEEP-compliant AAR and provides guidance for filling in jurisdiction- and exercise-specific information. The last section of the AAR template includes basic corrective action/improvement plan forms. These forms offer instructions for developing and implementing corrective actions and improvement action items.

The *State of Ohio Terrorism EEM* provides valuable program guidance and promotes HSEEP compliance among local Ohio jurisdictions. Other states have recognized the utility of the *State of Ohio Terrorism EEM* and have adapted it to assist their own local and state exercise evaluation needs.

The State of Ohio is planning to revise the EEM within the next year to incorporate the current Target Capabilities List (TCL) and the Universal Task List (UTL) as well as to address exercises and preparedness from an all-hazards perspective. The TCL will be cross-walked and written as exercise objectives; the UTL will be cross-walked to serve as Points of Review or as tasks for evaluation under these objectives.

CITATION

Price, Darren. Exercise Program Manager, Ohio Emergency Management Agency. Interview with *Lessons Learned Information Sharing*. 27 Jul 2006.

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