



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

Quick Reference Guide

The purpose of this Quick Reference Guide is to provide participants with step-by-step instructions for completing common key functions of the Homeland Security Exercise and Evaluation Program (HSEEP) Toolkit.

National Exercise Schedule (NEXS) System	2
View the National Exercise Calendar	2
Creating an Exercise	2
Deconflicting and Synchronizing an Exercise	4
Running Reports	4
Design and Development System (DDS)	5
Creating a Planning Team	5
Assigning Tasks to Planning Team Members	5
Uploading/Downloading Documents	5
Exercise Evaluation Guide (EEG) Builder	7
Creating an EEG	7
Master Scenario Events List (MSEL) Builder	8
Creating the MSEL	8
Adding Injects	9
Corrective Action Program (CAP) System	10
Updating and Tracking Corrective Actions	10



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

National Exercise Schedule (NEXS) System

View the National Exercise Calendar

1. Start at the HSEEP Toolkit homepage.
2. Select the *NEXS* button.
3. Select the *NEXS Calendar* link at the top of the page.

Creating an Exercise

Information is required in fields marked with a red asterisk () to submit an exercise.*

1. Start at the HSEEP Toolkit homepage.
2. Select the *NEXS* button.
3. Hover mouse cursor over the *Create Event* link at the top of the page; scroll down, and select *Create Exercise*.
4. Exercise Name and Series
 - Enter exercise information.
 - Select the *Next* tab at the bottom of the page to save information and advance.
5. Sponsor Information
 - Select the *Find* tab to search for an organization.
 - Select the checkbox next to organization name(s). (Note: The first organization selected will automatically be marked as the Primary Sponsor.)
 - Scroll down, and select the blue *Add Selected to Exercise* box.
 - Note the organizations now visible under the *Selected* tab.
 - Select the *Next* tab at the bottom of the page to save information and advance.
6. Additional Sponsor Information
 - Enter comments, and/or select the RESP box.
 - Select the *Next* tab at the bottom of the page to save information and advance.
7. Programs
 - Select the checkbox next to the appropriate program(s).
 - Select the *Next* tab at the bottom of the page to save information and advance.
8. Type
 - Select the radio button next to the type of exercise scheduled.
 - Select the *Next* tab at the bottom of the page to save information and advance.
9. Scope
 - Select all applicable checkboxes for the scope of the exercise.
 - Select the *Next* tab at the bottom of the page to save information and advance.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

10. Scenarios

- Select all applicable checkboxes for scenario elements.
- Select the *Next* tab at the bottom of the page to save information and advance.

11. Themes

- Select checkbox(es) if applicable theme exists.
- Select the *Next* tab at the bottom of the page to save information and advance.

12. Location

- Enter location(s) information (Note the required fields).
- Select the *Add Location* button at the bottom of the screen.
- Note added location(s) in the Event Locations box at the bottom of the screen.
- Select the *Next* tab at the bottom of the page to save information and advance.

13. Dates

- Enter start and end dates/times information.
- Select the *Next* tab at the bottom of the page to save information and advance.

14. Conferences

- Enter conference(s) information.
- Select the *Add Conference* button at the bottom of the screen.
- Note the added conference in the Event Conferences box.
- Select the *Next* tab at the bottom of the page to save information and advance.

15. Target Capabilities

- Select mission(s) to display the respective target capabilities.
- Select checkboxes of applicable target capabilities.
- Select the *Next* tab at the bottom of the page to save information and advance.

16. Points of Contact

- To select the primary POC or Lead Planner, select *Edit*.
- Input information, and select the *Search* button.
- Select the *Select* link next to the desired individual's name from the search results.
- Select the *Next* tab at the bottom of the page to save information and advance.

17. Lead Planning Organization

- Select the *Find* tab to search for an organization.
- Select the checkbox next to organization name(s).
- Scroll down, and select the blue *Add Selected to Event* box.
- To add a new organization, select *Add New* tab at the top.
- Enter organization information, and select *Save*.
- Note that organizations should now be visible under the *Selected* tab.
- Select the *Next* tab at the bottom of the page to save information and advance.

18. Major Participants

- Select the *Find* tab to search for an organization.
- Select the checkbox next to organization name(s).



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

- Scroll down, and select the blue *Add Selected to Event* box.
- To add a new organization, select *Add New* tab at the top.
- Enter organization information, and select *Save*.
- Note that organizations should now be visible under the *Selected* tab.
- Select the *Next* tab at the bottom of the page to save information and advance.

19. Event Details

- Exercise Summary information should be visible.

Deconflicting and Synchronizing an Exercise

1. Start at the Event Details page.
2. Select the *View Scheduling Conflicts* blue box on right-hand side to view conflicts, potential synchronizations, and scheduling rule conflicts.

Running Reports

1. Start at the HSEEP Toolkit homepage.
2. Select the *NEXS* button.
3. Select the *Reports* link at the top of the page.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

Design and Development System (DDS)

Creating a Planning Team

1. Start at the Event Details page.
2. Select the *Planning Team* tab at the top of the page.
3. Select *Add New Member* to search for participants.
4. Input information, and select the *Search* button.
5. Select the *Select* link next to the desired individual's name from the search results.
6. Note that individuals and their contact information should be visible in the chart.

Assigning Tasks to Planning Team Members

1. Start at the Event Details page.
2. Start at the *DDS* tab (defaults to the Exercise Planning page).
3. Select a task in the left-hand sidebar. (Users may also select a task from the View Timeline page.)
4. Select the dropdown menu under *Assigned To*, and select the individual's name.
5. Select the *Next* tab at the bottom of the page to save information and advance.

Uploading/Downloading Documents

1. Start at the Event Details page.
2. Start at the *DDS* tab.
3. Select the *Manage Documents* link at the top of the page.
4. Select the desired document on the left-hand side of the page.
5. Enter applicable document data in optional fields below the Template box and select the *Save* button.
6. Select the document title link in the Template box.
7. Select *Save* at the top of the document pop-up page.
8. Select *Open*.
9. Make desired changes to the document.
10. Save the document to your computer.
11. Close the document file.
12. Select the *Upload* arrow in the DDS template box on the page that the document belongs.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

13. Type in a document name.
14. Select *Browse*.
15. Select the desired document.
16. Select *Open*.
17. Select *Upload*.
18. Select *Close*.

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Exercise Evaluation Guide (EEG) Builder

Creating an EEG

1. Start at the Event Details page.
2. Select the *EEG* tab.
3. Select the *Create EEG* link next to the desired target capability.
4. Confirm that exercise information is accurate. (Incorrect information should be modified in the NEXS System from the Event Details page.)
5. Select the *Next* tab at bottom of screen until you reach the Activities screen.
6. Deselect checkboxes for Activities not to be included in the EEG. (You will be able to see what tasks fall under each activity by selecting the underlined title of each activity.)
7. Select the *Next* tab at the bottom of the page.
8. Select each activity listed to view the associated tasks.
9. Deselect the checkbox next to each task that will not be included in the EEG.
10. To insert a custom task, enter details regarding the desired action into the Add a Custom Task text frame (e.g., "HazMat team coordination for screening and monitoring").
11. Select the *Add Task* button. Repeat this process for all custom tasks you wish to enter. There is no limit to the number of custom tasks you may enter.
12. Select the *Next* tab at the bottom of the page.
13. To view existing observation keys, select the plus sign next to the desired activity to display tasks.
14. Select a task to view existing observation keys.
15. To enter custom content, enter appropriate text at the bottom of the Observation Keys box and select *Add*. Repeat this process for all custom observation key content that you wish to enter. There is no limit to the number of custom observation keys you may enter.
16. To enter custom content, enter appropriate content in the Performance Measures text field and select *Add*. To enter custom metrics, enter appropriate yes/no or target data in the Performance Metrics fields. Repeat this process for all custom measures that you wish to enter. There is no limit to the number of custom measures you may enter.
17. Select the *Next* tab to review the custom EEG.
18. Select the *Next* tab, and input evaluator name, title, e-mail, and venue.
19. Select the *Next* tab.
20. Select *Save/Print as PDF* or *Save/Print as Word Document*, and save to computer.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

Master Scenario Events List (MSEL) Builder

Creating the MSEL

1. Start at the Event Details page.
2. Select the *MSEL* tab.
3. Select the *MSEL Overview* link at the top of the page.
4. Confirm that exercise information is accurate. (Incorrect information should be modified in the NEXS System from the Event Details page.)
5. Select the *Manage* button above the *Locations* box on the left-hand side of the screen.
6. Select the *Add Location* button.
7. Enter location information, and select *Save Location*. (Note: Repeat steps 5–6 for each desired location.)
8. Select the *Manage* button above the *Simulated Originators* box on the left-hand side of the screen.
9. Type in the name or organization to be simulated at the bottom of the screen, select a color on the right-hand side of the screen (if desired), and select *Add* on the left-hand side of the screen. (Note: Repeat this step for each desired Simulated Originator.)
10. Select the *Manage* button above the *Recipients* box in the lower center of the screen.
11. Select the *Add Recipient* button.
12. Type in the information, and select *Add*. (Note: Repeat steps 10–11 for each desired recipient.)
13. Select the *Manage* button above the *Controllers* box on the right-hand side of the screen.
14. Select the *Add Controller* button.
15. Enter the desired information, and select the *Submit* button. (Note: Repeat steps 13–14 for each desired controller.)
16. Select the *Manage* button above the *Inject Statuses* box in the center of the screen.
17. Select the pencil icon to modify a desired status color.
18. After selecting the new color choice, select the *Update* button.
19. Select the *Manage* button above the *Objectives* box on the right-hand side of the screen.
20. Add objectives by typing in the text box and selecting the *Add* button. Delete or modify objectives by selecting the pencil icon next to the desired objective.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

Adding Injects

1. Start at the Event Details page.
2. Select the *Create Inject* link at the top of the page.
3. Enter basic inject information, and then select the *Save and Continue* button at the bottom of the screen. Fields with a red asterisk (*) are required to move an inject from a draft to a submitted state.
4. Select the *Inject Levels and Disciplines* link on the left-hand side of the screen, enter desired information, and select the *Save and Continue* button at the bottom of the screen.
5. Select the *Capabilities* link on the left-hand side of the screen.
6. Select the checkbox for the desired EEG (if there are no EEGs available, select the *Manage EEGs* link at the top, right-hand side of the screen to create EEGs), then select the *Save and Continue* button at the bottom of the screen.
7. Select the *Documents* link on the left-hand side of the screen.
8. Select the *Upload new document* link to upload a desired document.
9. Type in a document name.
10. Select *Browse*.
11. Select the desired document.
12. Select *Open*.
13. Select *Upload*.
14. Select *Close*.
15. Select the *Save and Continue* button at the bottom of the screen.
16. Select the *Notes* link on the left-hand side of the screen.
17. Type in any desired notes, select the *Add* button, and then select the *Save and Continue* button at the bottom of the screen.



Federal Emergency Management Agency (FEMA) HSEEP Toolkit Training Course Quick Reference Guide

Corrective Action Program (CAP) System

Updating and Tracking Corrective Actions

1. Start at the HSEEP Toolkit homepage.
2. Select the *CAPS* button.
3. Select the *My Tasks* tab to view the corrective actions assigned to you.
4. Select the *View Details* link next to the corrective action name to be updated to display the Corrective Action Details page.
5. Select the *Update Corrective Action* button at the bottom of the page to update the corrective action status, start and projected completion dates, Action Officer assignment(s), or current completion percentage.
 - **Status:** Action Officers may update the status of a corrective action. Available options are as follows: Open (i.e., corrective action is being addressed), Complete (i.e., the Action Officer has addressed the corrective action), and Cancel (i.e., the corrective action is being deferred or canceled and is not expected to be addressed).
 - **Timeline:** Action Officers may update the date that they started to address the corrective action or the projected date that they expect to complete the corrective action.
 - **Assignment:** Action Officers may add a new organization to address the corrective action; by default, the system will assign the Organization POC as the Action Officer, but the Organization POC may reassign the corrective action to another user in his or her organization. Existing organizations and Action Officers may be removed, but there must be a primary organization and Action Officer assigned to the corrective action.
 - **Corrective Action Completion Percentage:** Action Officers may update the current percentage complete for a corrective action, which will be used to calculate the overall percentage complete for the improvement plan.
6. After making any of the desired changes, a narrative reason describing the update must be entered into the Comments box. Optionally, you may publish the reason to the Corrective Action Details page by selecting the *Publish comments to corrective action details* checkbox.
7. Select the *Save Changes* button to confirm the updates that have been made, or select the *Cancel* button to discard changes and return to the Corrective Action Details page.