



FEMA

HSEEP Toolkit System: User Guide

Exercise Evaluation Guide Builder (beta)

Independent Tool

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Summary

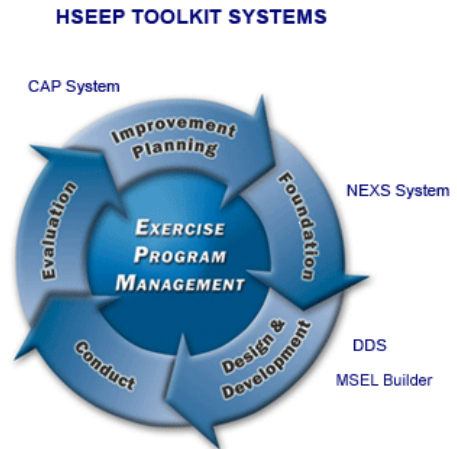
The purpose of the Homeland Security Exercise and Evaluation Program (HSEEP) is to provide common exercise policy and program guidance that constitutes a national standard for homeland security exercises. As part of HSEEP, Exercise Evaluation Guides (EEGs) have been developed to assist in the evaluation of the performance of tasks, activities, and capabilities necessary to prevent, protect against, respond to, and recover from natural and manmade disasters. The EEGs are instrumental to exercise evaluation, improvement plans, and corrective actions because these documents assist the exercise evaluation process by providing evaluators with consistent standards and guidelines for observation, data collection, analysis, and report writing.

The EEGs are the primary reference for exercise evaluation to ensure all jurisdictions and organizations evaluate exercises against a consistent measurable baseline. This method of evaluation helps identify significant gaps in preparedness capabilities across the Nation, and serves as a tool to develop stronger and more consistent After Action Reports/Improvement Plans (AARs/IPs). EEGs provide exercise evaluators with a manageable tool to collect data during an exercise, in a format that allows easy transfer of information to the AAR/IP.

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

There are two methods for accessing the EEG Builder within the HSEEP Toolkit. If a user chooses to enter the EEG Builder directly from the Exercise Evaluation Guide Library, the user will begin the customization process by entering specific information about the exercise and then selecting the Capability to evaluate. If a user chooses to enter the EEG Builder as an element within the exercise Design and Development System (DDS), this information will be collected from content already provided to the Toolkit as a part of the exercise creation process.

For more information on the EEG Builder or HSEEP policy and guidance, visit the HSEEP website at <https://hseep.dhs.gov/>.



Purpose

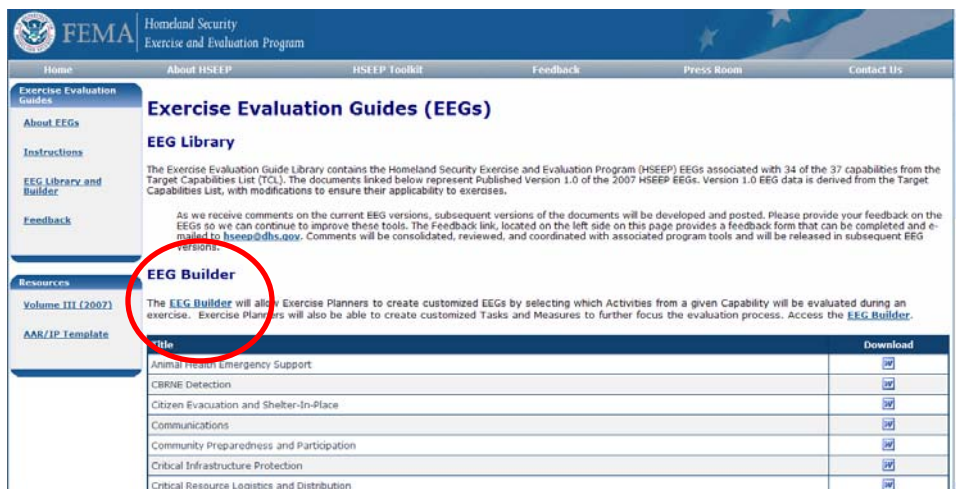
This EEG Builder user guide is designed to help get you started customizing EEG content to meet your individual needs. This guide covers the basics of creating a customized EEG and saving it either as part of an online exercise plan or downloading it to a local work station. While this document covers the steps needed to interact with the system, it does not include guidance with respect to HSEEP policy, definitions, or a suggested methodology for describing exercise data.

Other Resources

HSEEP Volume III
EEG Library
HSEEP Toolkit Help file

Navigate to the Exercise Evaluation Guide Builder

From the HSEEP website, navigate to the EEG Builder. It is available from the EEG Library.



The screenshot shows the FEMA HSEEP website interface. The main content area is titled "Exercise Evaluation Guides (EEGs)" and contains a section for "EEG Library" and "EEG Builder". The "EEG Builder" link is circled in red. Below the "EEG Builder" section is a table listing various capabilities with download links.

Title	Download
Animal Health Emergency Support	Download
CBRNE Detection	Download
Citizen Evacuation and Shelter-In-Place	Download
Communications	Download
Community Preparedness and Participation	Download
Critical Infrastructure Protection	Download
Critical Resource Logistics and Distribution	Download

You will arrive at the splash page for the EEG Builder. It explains the tool, its navigation, saving to the HSEEP Toolkit, and its beta form. Click the “Next” button to continue.

FEMA Homeland Security
Exercise and Evaluation Program

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EEG Builder EEG Builder Beta Feedback

Welcome to the EEG Builder!

Welcome to the EEG Builder online.

As part of HSEEP, Exercise Evaluation Guides (EEGs) have been developed to assist in the evaluation of exercises with consistent standards and guidelines for observation, data collection and analysis, and report writing. Using the EEGs can help you develop stronger and more consistent After Action Report/Improvement Plans (AAR/IPs). EEGs provide exercise evaluators with a manageable tool with which they can collect data during an exercise, in a format allowing the easy transfer of information to the AAR/IP.

Navigation: To navigate the EEG, you may advance to the next screen by selecting the "Next" button in the bottom right corner. Once you have entered exercise information and selected a capability, you may navigate using the links in the top navigation bar. However, by skipping sections, you will accept all defaults in between.

Beta: The EEG Builder is a new tool available to users in its beta format. This means that the tool is available for use, but we are still adding features and addressing user concerns so that that the EEG Builder will best meet your needs. At present, we are in Phase I of modifying the tool. This means that the tool is available for use, but we are still adding features and addressing user concerns so that that the EEG Builder will best meet your needs. At present, we are in Phase I of modifying the tool. Your comments and suggestions are welcome and encouraged as we continue to develop the EEG Builder. At any time in the tool, you may select the "Provide Feedback" link in the upper right corner of the page. This will open a new message in your default email program.

Save EEG to HSEEP Toolkit
After creating your EEG, you may save your EEG to the HSEEP Toolkit from the Save/Print page. To save your EEG to the HSEEP Toolkit, you must have an HSEEP User account. If you would like to link your EEG to an exercise that already exists in the HSEEP Toolkit, please [Log In](#) to the Toolkit and create your EEG from the integrated version of the EEG Builder.

To begin developing your EEG, select the "Next" button.

(Beta)

Next Click Next to Continue

Enter Exercise Information

Enter your exercise name, dates, exercise type, jurisdiction, and location. The only field required is your exercise name. Then click the “Next” button to continue.

The screenshot shows the FEMA HSEEP Toolkit interface. At the top, the FEMA logo and 'Homeland Security Exercise and Evaluation Program' are displayed. A navigation bar includes links for Home, About HSEEP, HSEEP Toolkit, Feedback, Press Room, and Contact Us. Below this, there are links for Resources, Help, and HSEEP Home. The main content area is titled 'EEG Builder' and contains a breadcrumb trail: Exercise Info > Capabilities > Activities > Tasks > Observation Keys, Metrics, & Measures > Review EEG > Evaluator Info > Save / Print. The 'Exercise Information' form is the central focus, with the instruction: 'Enter your exercise information. Create a descriptive name for your exercise and indicate the jurisdiction and location.' The form fields are as follows: 'Exercise Name*' (text input with 'My Exercise Name'), 'Exercise Start Date' (calendar icon, '03/01/08'), 'Exercise End Date' (calendar icon, '03/01/08'), 'Organization/Jurisdiction' (text input with 'Liberty County'), 'Exercise Type' (dropdown menu with 'Workshop'), 'Exercise Location' section with 'Address' (text input with '123 Main Street'), 'Address (cont.)' (text input), 'City' (text input with 'Liberty'), 'State' (dropdown menu with 'DC'), and 'Zip' (text input with '12345'). A footnote states: '* Required field for NEXS and DDS if you would like to save your EEG in the HSEEP Toolkit.' At the bottom of the form, there is a '(Beta)' label and 'Back' and 'Next' buttons.

Select Capability for the EEG

If you wish to filter the target capabilities list, there are filtering options at the top of the screen. You are not required to filter. To filter, select your criteria and click on the filter button. The list will narrow down.

- You may sort by:
- Associated Emergency Support Function
- FEMA Discipline
- Mission
- National Training Scenario

To select a capability, select the radio button next to its name. Its description will appear in the lower right side of the screen.

Then select the “Next” button in the bottom right to confirm your capability choice and continue on to the activities selection page.

The screenshot shows the EEG Builder web application interface. At the top is the FEMA logo and navigation menu. The main content area is titled "Capabilities" and includes filtering options for ESF, Discipline, Mission, and Scenario. A list of "Target Capabilities" is shown on the left, with "Citizen Evacuation and Shelter-in-Place" selected and circled in red. The right side of the screen displays the description and outcome for the selected capability, along with a table of "Default Associated Activities".

Default Associated Activities	
Direct Evacuation and/or In-Place Protection Tactical Operation	
Activate Evacuation and/or In-Place Protection	
Implement Evacuation Orders for General Population	
Implement In-Place Protection Procedures	
Assist Re-Entry	
Demobilize Citizen Evacuation and Shelter-in-Place Operations	

Select Activities

The system will display all of the Activities associated with the selected Target Capability down the left side of the screen.

Clicking on any of the Activities will display its Definition and associated Tasks.

All activities are selected for you. Deselect the activities you do not wish to include in the final EEG by clicking on the check boxes to the left of each Activity.

The screenshot displays the EEG Builder web application interface. At the top, there is a navigation bar with the FEMA logo and the text 'Homeland Security Exercise and Evaluation Program'. Below this, there are links for 'Home', 'About HSEEP', 'HSEEP Toolkit', 'Feedback', 'Press Room', and 'Contact Us'. The main content area is titled 'EEG Builder' and shows a breadcrumb trail: 'Exercise Info > Capabilities > Activities > Tasks > Observation Keys, Metrics, & Measures > Review EEG > Evaluator Info > Save / Print'. The current page is 'EEG Capability: Citizen Evacuation and Shelter-In-Place'. The 'Activities' section is active, showing a list of activities with checkboxes. All activities are checked. The 'Default Associated Tasks' section is also visible, listing tasks related to the selected activity. The interface includes a 'Custom Activities' section with an 'Add New' link and a 'No Custom Activities Selected' message. The page is marked as '(Beta)' and has 'Back' and 'Next' buttons at the bottom right.

The user may create custom Activities by using the hyperlink located on the left side of the page below the existing Activities.

Any custom content must include an Activity name and a description.

Click on the “Next” button in the lower right corner of the page to continue to the Task level.

Select Tasks

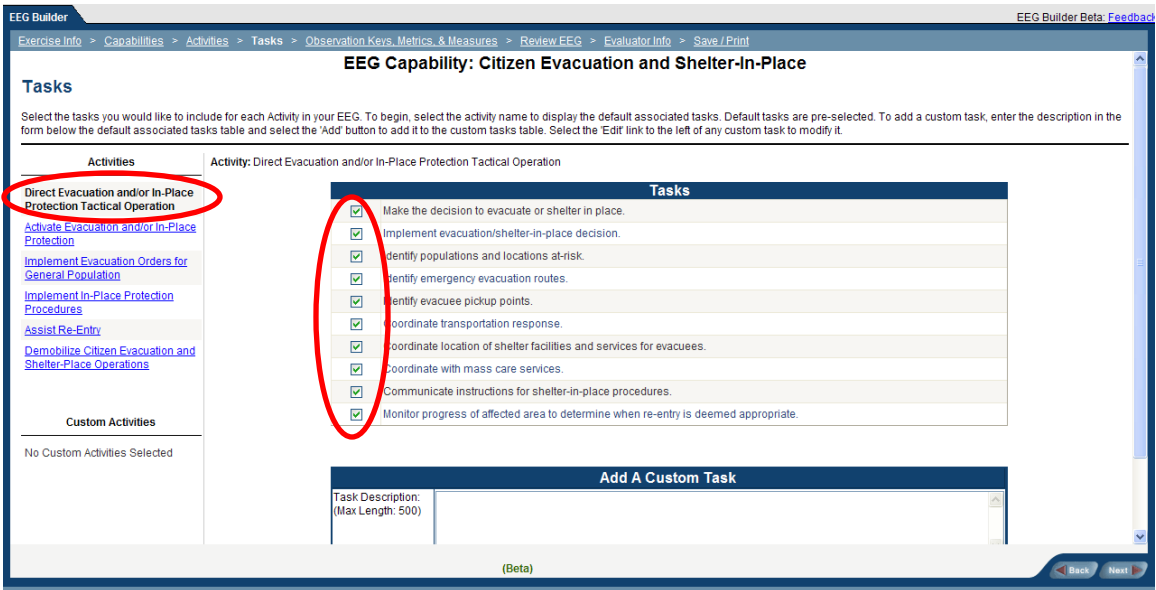
The system will display all the Activities which were selected in the previous step along the left hand side of the page.

Clicking on an Activity name will display all of the associated Tasks in the center of the page.

All tasks are selected for you. Deselect the tasks you do not wish to include in the final EEG by clicking on the check boxes to the left of each Activity.

Custom tasks can be created for the selected activity by entering a Task Name and description in the available fields.

Repeat this process for each activity listed.



Observation Keys, Metrics, and Measures

The Observation keys, metrics, and measures page displays all the activities along the left side of the screen. Clicking on the plus symbol next to their name expands them to display their tasks.

Custom Observation Keys, Measures and Metrics can be created by entering in custom information into the table.



Review EEG

The system will display the EEG content for review.

Any necessary changes may be made by returning to the appropriate Builder page either through direct navigation using the process bar located at the top of the frame or the Back button in the lower right corner of the page after scrolling through all of the displayed EEG content.

EEG Builder

EEG Builder Beta: [Feedback](#)

[Exercise Info](#) > [Capabilities](#) > [Activities](#) > [Tasks](#) > [Observation Keys, Metrics, & Measures](#) > [Review EEG](#) > [Evaluator Info](#) > [Save / Print](#)

Review EEG

Review your customized EEG to ensure the accuracy of information and selection of activities, tasks, observation keys, metrics, and measures.

Citizen Evacuation and Shelter-In-Place

Exercise Evaluation Guide: My Exercise Name

Capability Description:
Citizen evacuation and shelter-in-place is the capability to prepare for, ensure communication of, and immediately execute the safe and effective sheltering-in-place of an at-risk population (and companion animals), and/or the organized and managed evacuation of the at-risk population (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous environment. In addition, this capability involves the safe reentry of the population where feasible.

Capability Outcome:
Affected and at-risk populations (and companion animals) are safely sheltered-in-place and/or evacuated to safe refuge areas in order to obtain access to medical care, physical assistance, shelter, and other essential services, and effectively and safely reentered into the affected area, if appropriate.

Jurisdiction or Organization: Liberty County	Name of Exercise: Citizen Evacuation and Shelter-In-Place
Location: 123 Main Street Liberty, DC 12345	Date: 3/1/2008 - 3/1/2008
Evaluator:	Evaluator Contact Info:

Note to Exercise Evaluators: Only review those activities listed below to which you have been assigned.

Activity 1: Direct Evacuation and/or In-Place Protection Tactical Operation

Activity Description: In response to a hazardous condition for a locality, direct, manage, and coordinate evacuation and/or in-place sheltering procedures for both the general population and those requiring evacuation assistance throughout incident.

(Beta)

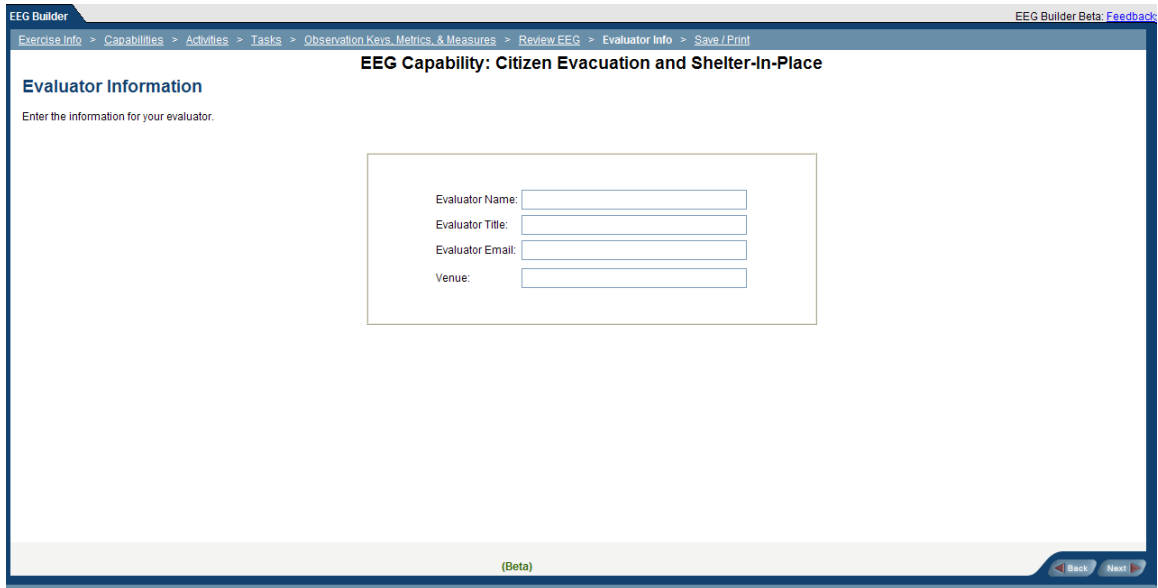
[Back](#) [Next](#)

Evaluator Info

Enter the following information for the Evaluator expected to use the EEG being constructed:

- Name
- Title
- Email Address
- Venue where they will be evaluating

This process may be repeated as many times as necessary in order to meet the planned usage for each EEG.



Print/Save

A completed EEG can be downloaded from the EEG Builder as either a PDF or MS Word file.

Select the “Save to Toolkit” button if you have an HSEEP account and wish to save the information. This is the only option that will allow you to modify information later using the EEG Builder.

From this page you may also create a new EEG.

