HSEEP Toolkit System: User Guide

Exercise Evaluation Guide Builder (beta)

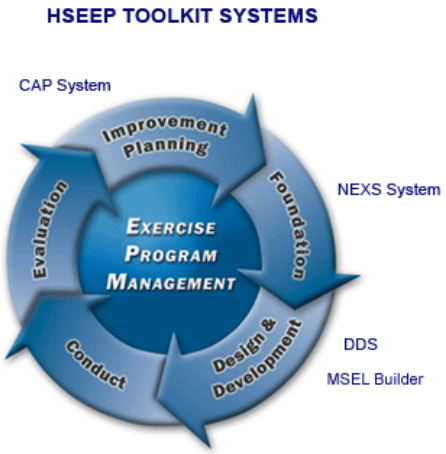
Independent Tool

Table of Contents

Summary 3
Purpose 4
Other Resources 4
Navigate to the Exercise Evaluation Guide Builder 4
Enter Exercise Information 6
Select Capability for the EEG 7
Select Activities 8
Select Tasks 9
Observation Keys, Metrics, and Measures 10
Review EEG 11
Evaluator Info 11
Print/Save 12

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

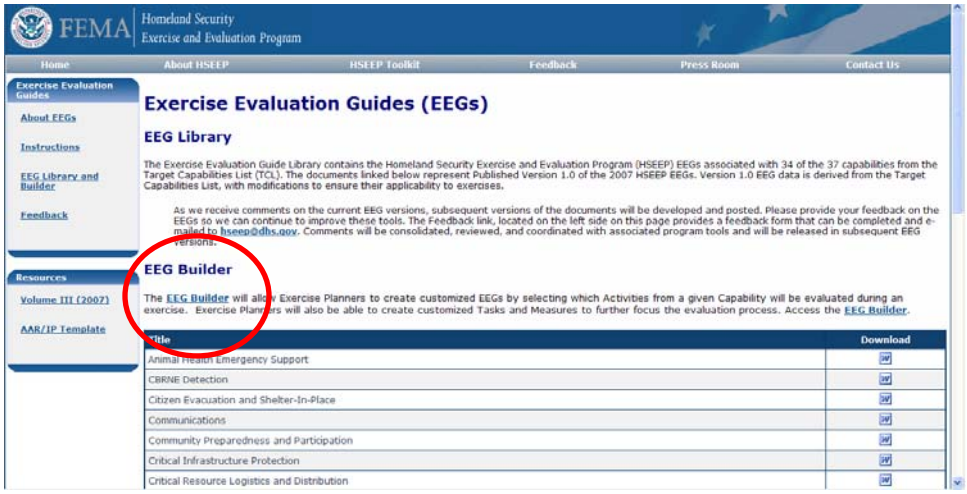
This EEG Builder user guide is designed to help get you started customizing EEG content to meet your individual needs. This guide covers the basics of creating a customized EEG and saving it either as part of an online exercise plan or downloading it to a local work station. While this document covers 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

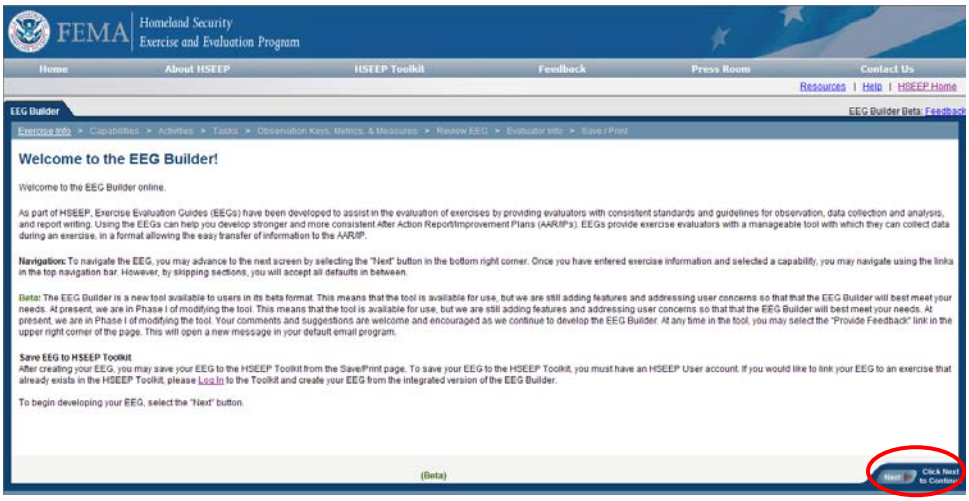
HSEEP Volume III
EEG Library
HSEEP Toolkit Help file

Navigate to the Exercise Evaluation Guide Builder

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

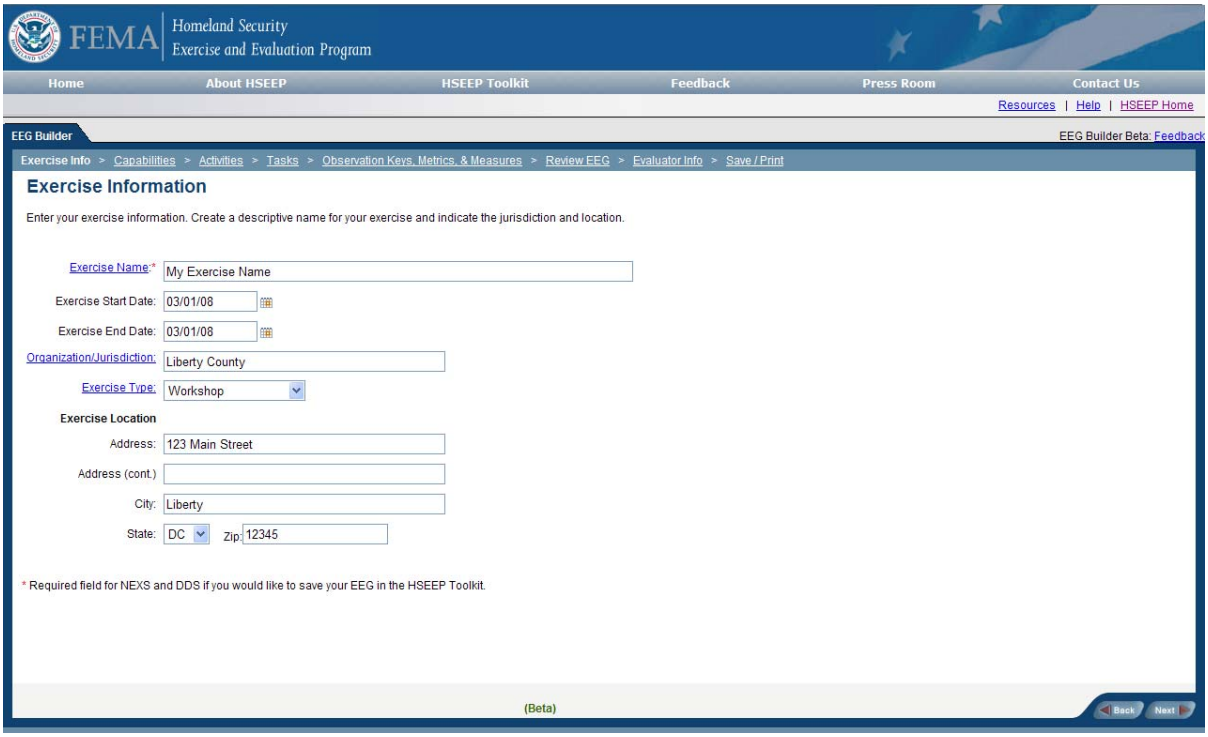


You will arrive at the splash page for the EEG Builder. It explains the tool, its navigation, saving to the HSEEP Toolkit, and its beta form. Click the "Next" button to continue.


FEMA
Homeland Security
Exercise and Evaluation Program
Home
About HSEEP
HSEEP Toolkit
Feedback
Press Room
Contact Us
Resources | Help | HSEEP Home
EEG Builder
EEG Builder Beta: Feedback
Exercise Info > Capabilities > Activities > Tasks > Observation Keys, Metrics, & Measures > Review EEG > Evaluator Info > Save / Print
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 by providing evaluators 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.



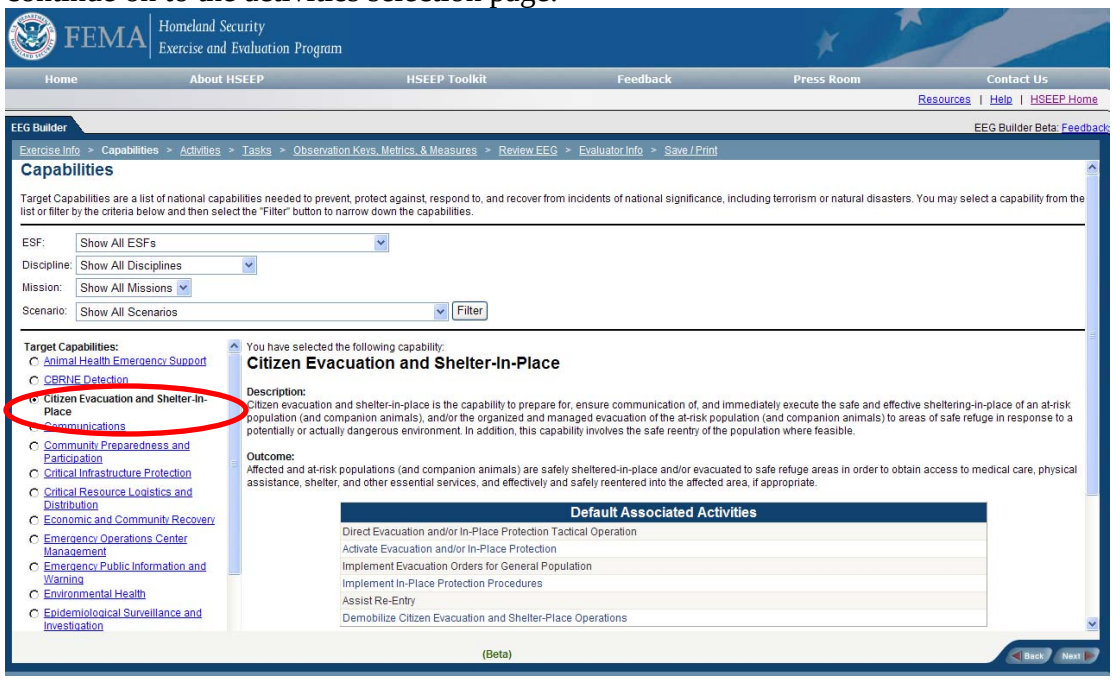
Select Capability for the EEG

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.

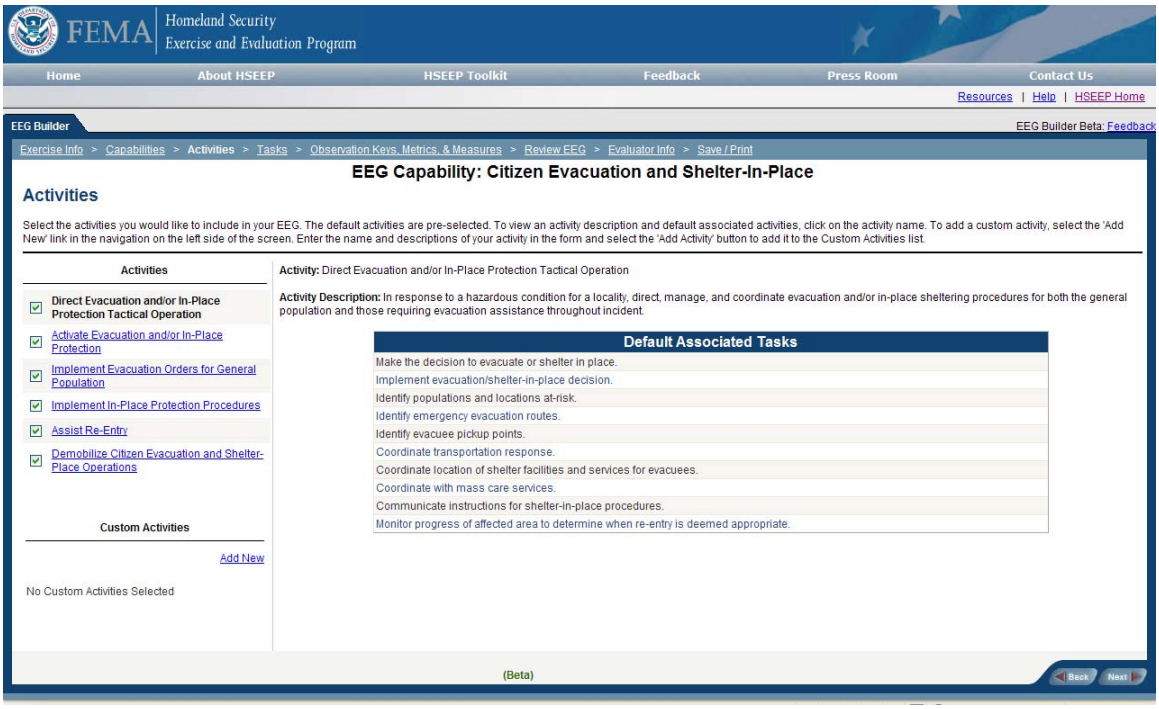


Select Activities

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

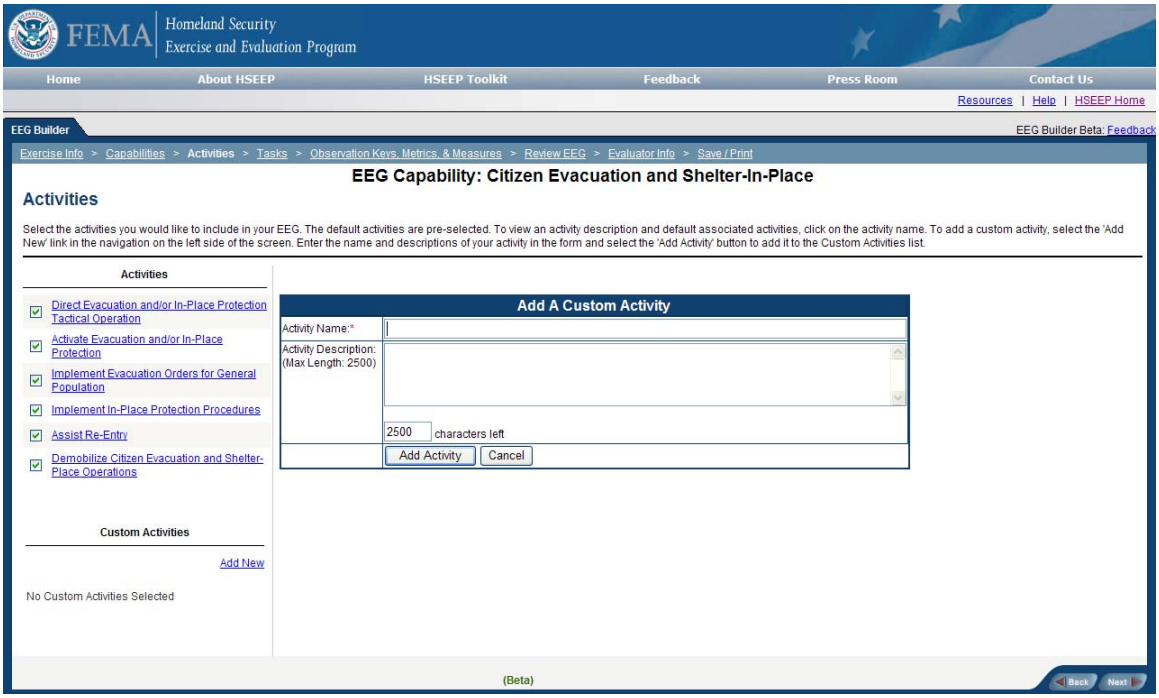
Clicking on any of the Activities will display its Definition and associated Tasks.

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 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

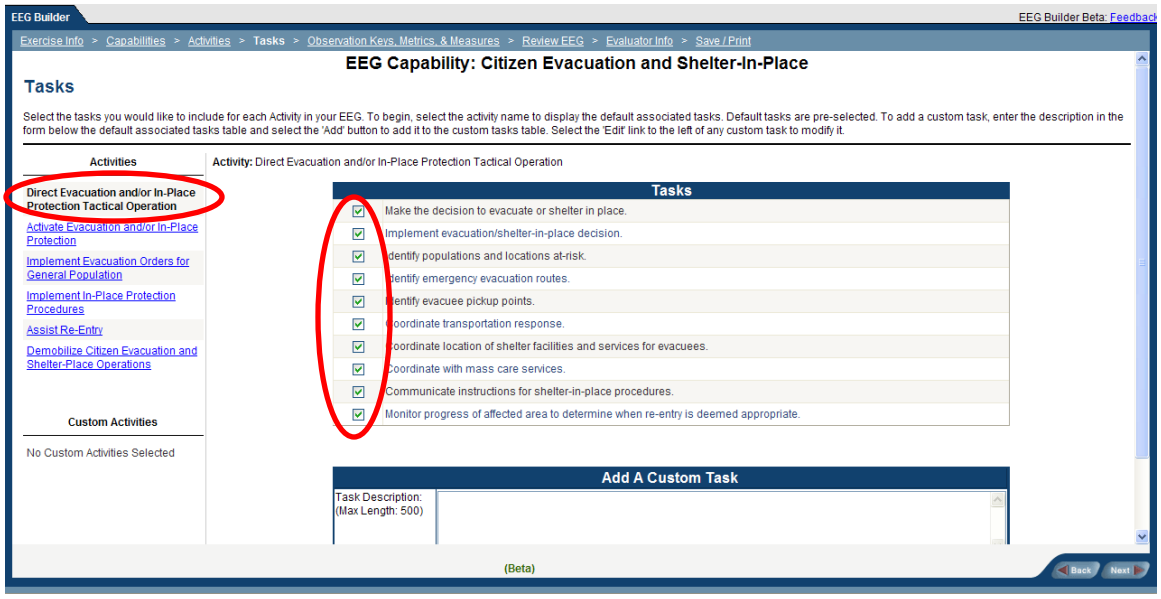
The system will display all the Activities which were selected in the previous step along the left hand side of the page.

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.

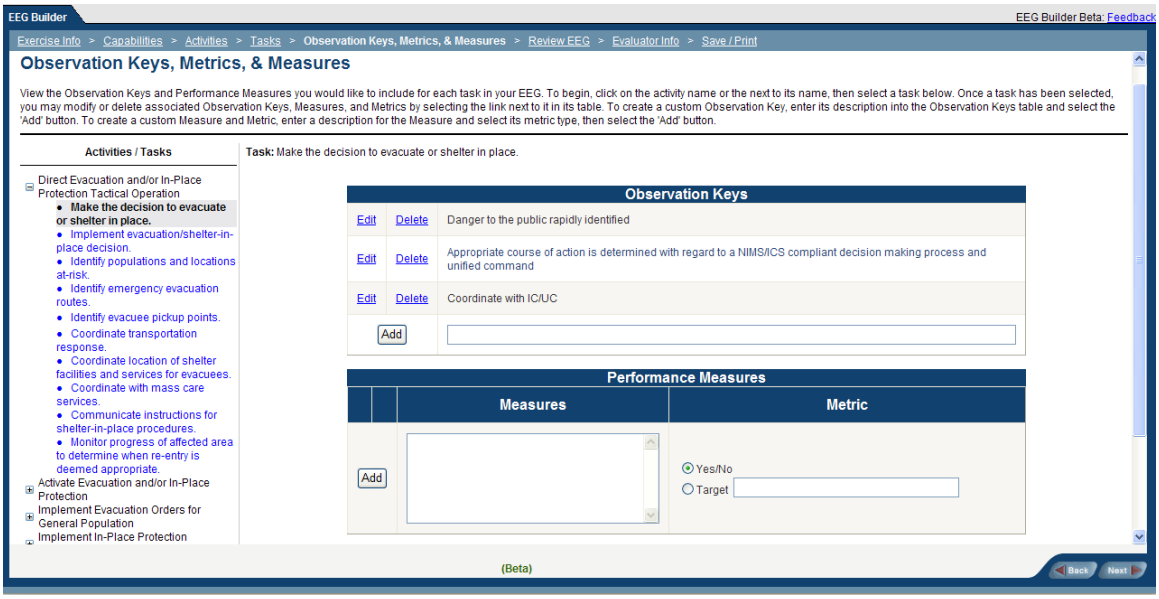
Repeat this process for each activity listed.



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.

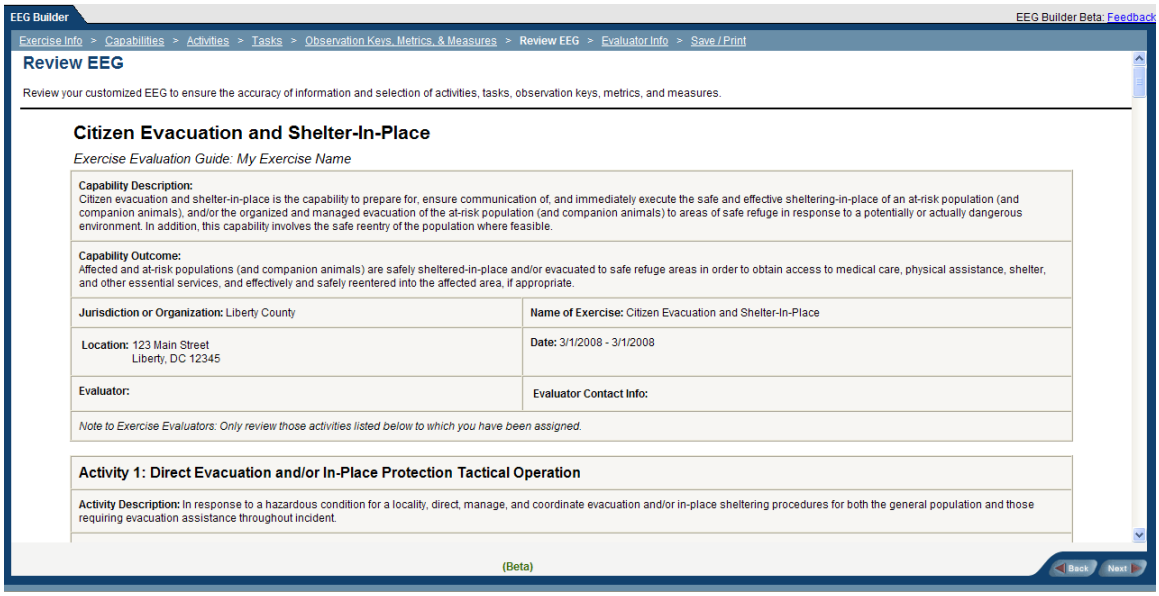
Custom Observation Keys, Measures and Metrics can be created by entering in custom information into the table.



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.

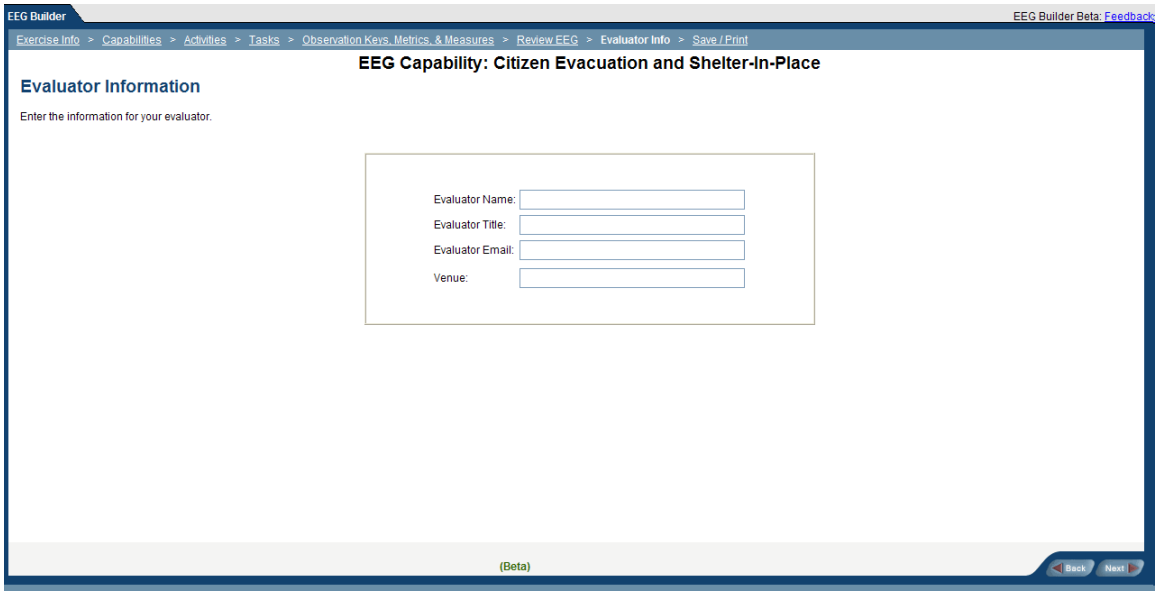


Evaluator Info

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

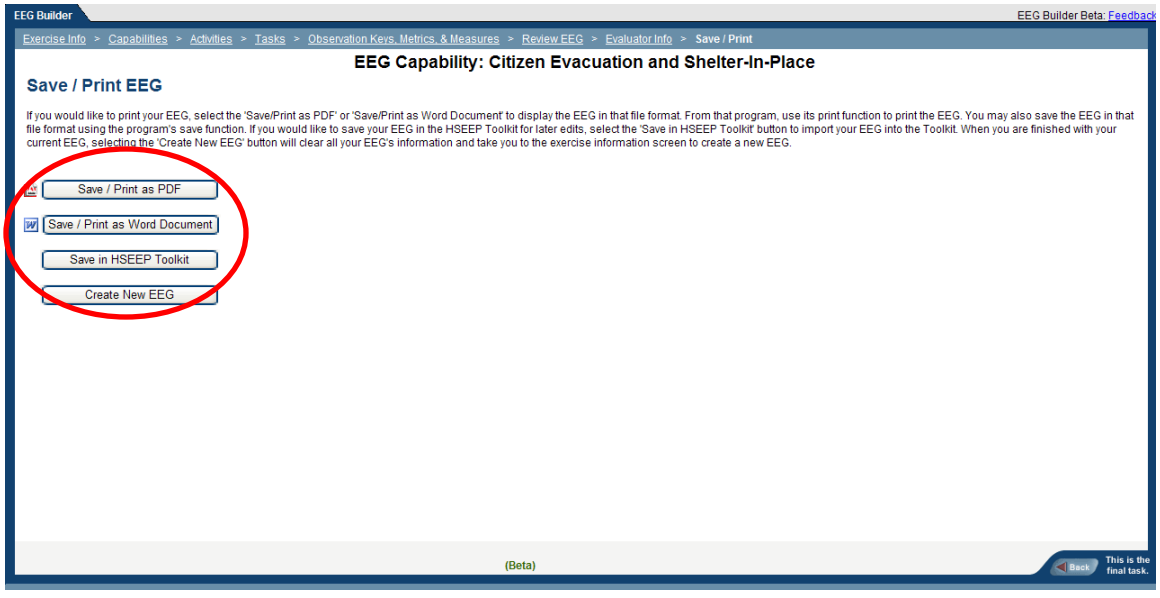
- Name
- Title
- Email Address
- Venue where they will be evaluating

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.