

# 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.

#### HSEEP TOOLKIT SYSTEMS



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 <u>https://hseep.dhs.gov/</u>.

#### 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.

Home	About HSEEP	HSEEP Toolkit	Feedback	Press Room	Contact Us
ercise Evaluation ides hout EEGs astructions	EEG Library	ation Guides (EEG	Exercise and Evaluation Program		
EG Library and ailder redback	Capabilities List, with modificat As we receive comments EEGs so we can continue mailed to hseep@dhs.oc versions.	The documents linked below represent tions to ensure their applicability to exe on the current EEG versions, subsequ to improve these tools. The Feedback og, Comments will be consolidated, rev	rcises, ent versions of the documents w link, located on the left side on :	ill be developed and posted. Pleas	e provide your feedback on that can be completed and
sources olume III (2007)		xercise Planners to create customize	EEGs by selecting which Activ		
AR/IP Template		will also be able to create customized	Tasks and Measures to furthe	r focus the evaluation process. A	ccess the <u>EEG Builder</u> .
AR/IP Template	Title		Tasks and Measures to furthe	r focus the evaluation process. A	ccess the <u>EEG Builder</u> . Download
AR/IP Template	Hile Animai Health Emergency Sup		Tasks and Measures to furthe	r focus the evaluation process. A	ccess the <u>EEG Builder</u> . Download
AR/IP Template	Title	port	Tasks and Measures to furthe	focus the evaluation process. A	CCESS the <u>EEG Builder</u> . Download W
AR/IP Template	Title Animal Health Emergency Sup CBRNE Detection	port	Tasks and Measures to furthe	focus the evaluation process. A	ccess the <u>EEG Builder</u> . Download
AAR/IP Template	Ytte Animal Health Emergency Sup CBRNE Detection Citizen Evacuation and Shelte	port ir-In-Place	Tasks and Measures to furthe	focus the evaluation process. A	ccess the <u>EEG Builder</u> . Download W W W
AAR/IP Template	Title Animal meaningmergency Sup CRRNE Detection Citizen Evacuation and Shelte Communications	port r-In-Place 9 Participation	Tasks and Measures to furthe	focus the evaluation process. A	ccess the <u>FEG Builder</u> . Download W W W

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.

	About HSEEP	<b>HSEEP Toolkit</b>	Feedback	Press Room	Contact Us
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5 Builder					EEG Builder Beta: Fee
orcise into 🔹 Capal	polities > Advities > Tastis > Observe	alion Keys, Metrics, & Measures 🔸 Review EE	G > Evaluator toto > Eave / Print		
Velcome to th	e EEG Builder!				
elcome to the EEG B	uilder online.				
ind report writing. Usin furing an exercise, in a lavigation: To navigate in the top navigation ba Seta: The EEG Builder seeds. At present, we a	ig the EEGs can help you develop stronger format allowing the easy transfer of inform the EEG, you may advance to the next scre r. However, by skipping sections, you will a is a new tool available to users in its bets fi re in Phase I of modifying the tool. This me	en by selecting the "Next" button in the bottom	ement Plans (AAR/Ps). EEGs provide light corner. Once you have entered en use, but we are still adding features a still adding features and addressing	e exercise evaluators with a manageable encise information and selected a capat nd addressing user concerns so that thu user concerns so that that the EEG Buil	tool with which they can collect of billy, you may navigate using the at the EEG Builder will best meet der will best meet your needs. At
	e page. This will open a new message in yo		as we conside to deteriop the CC of of	ander, reach and in the low way, four may are	the area of the second of the
save EEG to HSEEP To	you may save your EEG to the HSEEP Too	Bit from the SavePrint page. To save your EEG id create your EEG from the integrated version		an HSEEP User account. If you would lik	te to link your EEG to an exercise
	EEP Tookki, please Log in to the Tookki an				

# **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.

<b>FEMA</b>	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
	<u>ties</u> > <u>Activities</u> > <u>Tasks</u> > <u>Observation Key</u>	s, Metrics, & Measures > <u>Review El</u>	EG > Evaluator Info > Save / Print		
Exercise Inform	nation				
Enter your exercise inform	ation. Create a descriptive name for your exercise	e and indicate the jurisdiction and loc	cation.		
Exercise Name:*	My Exercise Name				
Exercise Start Date:	03/01/08				
Exercise End Date:	03/01/08				
Organization/Jurisdiction;	Liberty County				
Exercise Type:	Workshop 🖌				
Exercise Location					
Address:	123 Main Street				
Address (cont.)					
City:	Liberty				
State:	DC 🖌 Zip: 12345				
* Required field for NEXS a	nd DDS if you would like to save your EEG in the	HSEEP Toolkit.			
		(Beta)			Back Next

#### 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.

S FEMA	Homeland Security Exercise and Evaluation Program	n		* *	
Home	About HSEEP	HSEEP Toolkit	Feedback	Press Room	Contact Us
					Resources   Help   HSEEP Home
EEG Builder					EEG Builder Beta: Feedbac
Exercise Info > Capabilities Capabilities Target Capabilities are a list	of national capabilities needed to prev w and then select the 'Filter' button to plines	ion Kers, Metrics, & Measures > Review EE ent, protect against, respond to, and recover fr narrow down the capabilities.		cluding terrorism or natural disasters	<u>_</u>
Target Capabilities: Calimal Health Emerger CBRNE Detection COLENE Vacuation and Place Sommunications Community Prepareding Participation Control Infrastructure Pr Critical Infrastructure Pr Critical Resource Losis Distribution	A You have selected Citizen Eva Shelter-in- Shelter-in- Citizen evacuation population (and co population (and co popula	the following capability: <b>cuation and Shelter-In-Place</b> and shelter-in-place is the capability to prepari mpanion animals), and/or the organized and ity dangerous environment. In a addition, this ca : populations (and companion animals) are s: . and other essential services, and effectively	e for, ensure communication of, and im managed evacuation of the at-risk popu pability involves the safe reentry of the r afely sheltered-in-place and/or evacuate	lation (and companion animals) to are opulation where feasible. d to safe refuge areas in order to obta ea, if appropriate.	as of safe refuge in response to a
C Economic and Commun     Emergency Operations     Management     Emergency Public Infon     Warning     Environmental Health     Epidemiological Surveil     Investigation	Center mation and	Direct Evacuation and/or In-Place Protection Activate Evacuation and/or In-Place Protection Implement Evacuation Orders for General P Implement In-Place Protection Procedures Assist Re-Entry Demobilize Citizen Evacuation and Sheller-F (Beta)	Tactical Operation n opulation		

# **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.

<b>FEMA</b> Homeland Securit Exercise and Evalu			*						
Home About HSEE	P HSEEP Toolkit	Feedback	Press Room	Contact Us					
				Resources   Help   HSEEP Home					
EG Builder Deta: Feedback									
Exercise Info > Capabilities > Activities > Ta	asks > Observation Keys, Metrics, & Measures > Review	w EEG > Evaluator Info > Save / Print							
EEG Capability: Citizen Evacuation and Shelter-In-Place Activities Select the activities you would like to include in your EEG. The default activities are pre-selected. To view an activity description and default associated activities, click on the activity name. To add a custom activity, select the 'Add New' link in the navigation on the left side of the screen. Enter the name and descriptions of your activity in the form and select the 'Add Activity' button to add it to the Custom Activities list.									
Activities	Activity: Direct Evacuation and/or In-Place Protection Ta	ctical Operation							
Direct Evacuation and/or In-Place Protection Tactical Operation	Activity Description: In response to a hazardous conditi population and those requiring evacuation assistance the		nate evacuation and/or in-place shelteri	ng procedures for both the general					
Activate Evacuation and/or In-Place     Protection		Default Associated T	asks						
Implement Evacuation Orders for General Population	Make the decision to evacuate or she Implement evacuation/shelter-in-pla								
Implement In-Place Protection Procedures	Identify populations and locations at								
Assist Re-Entry	Identify emergency evacuation routes Identify evacuee pickup points.	8.							
Domobilize Citizen Evacuation and Shelter	Coordinate transportation response.								
Place Operations	Coordinate location of shelter facilitie								
	Coordinate with mass care services								
	Communicate instructions for shelte	r-in-place procedures.							
Custom Activities	Monitor progress of affected area to	determine when re-entry is deemed approp	riate.						
Add New									
No Custom Activities Selected									
	(Beta)			Back Next					

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.

<b>FEMA</b> Homeland Security Exercise and Evalu				*					
Home About HSEEF	•	HSEEP Toolkit	Feedback	Press Room	Contact Us				
					Resources   Help   HSEEP Home				
EEG Builder					EEG Builder Beta: Feedbac				
Exercise Info > Capabilities > Activities > Tas	No. of the second secon	consideration and the second	and a second sec						
	EEG Capability: Citizen Evacuation and Shelter-In-Place Activities Select the activities you would like to include in your EEG. The default activities are pre-selected. To view an activity description and default associated activities, click on the activity name. To add a custom activity, select the 'Add Advin' button to add it to the Custom Activities list.								
Activities	6								
Direct Evacuation and/or In-Place Protection Tactical Operation	Activity Name:*	Add A C	Custom Activity						
Activate Evacuation and/or In-Place Protection     Implement Evacuation Orders for General     Population	Activity Description: (Max Length: 2500)			~					
Implement In-Place Protection Procedures     Assist Re-Entry		2500 characters left		×					
Demobilize Citizen Evacuation and Shelter- Place Operations		Add Activity Cancel							
Custom Activities									
No Custom Activities Selected									
		(Beta)							

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.

EEG Builder		EEG Builder Beta: Feedba
Exercise Info > Capabilities > Act	ivities > Tasks > Observation Kevs. Metrics. & Measures > Review EEG > Evaluator Info > Save / Print	
	EEG Capability: Citizen Evacuation and Shelter-In-Place	^
Tasks		
	lude for each Achivity in your EEG. To begin, select the achivity name to display the default associated tasks. Default tasks are pre-selected. To add a custom task, ente sks table and select the 'Add' button to add it to the custom tasks table. Select the 'Edit' link to the left of any custom task to modify it.	r the description in the
Activities	Activity: Direct Evacuation and/or In-Place Protection Tactical Operation	
Direct Evacuation and/or In-Place	Tasks	
Protection Tactical Operation	Make the decision to evacuate or shelter in place.	
Activate Evacuation and/or In-Place Protection	Implement evacuation/shelter-in-place decision.	
Implement Evacuation Orders for	dentify populations and locations at-risk.	=
General Population	tentify emergency evacuation routes.	
Implement In-Place Protection Procedures	✓ uentify evacuee pickup points.	
Assist Re-Entry	voordinate transportation response.	
Demobilize Citizen Evacuation and	<ul> <li>oordinate location of shelter facilities and services for evacuees.</li> </ul>	
Shelter-Place Operations	coordinate with mass care services.	
	Communicate instructions for shelter-in-place procedures.	
Custom Activities	Monitor progress of affected area to determine when re-entry is deemed appropriate.	
No Custom Activities Selected	$\mathbf{\vee}$	
	Add A Custom Task	
	Task Description: (Max Length: 500)	•
	(Beta)	Back Next

### **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.

EEG Builder						EEG Builder Beta: Feedbac			
Exercise Info > Capabilities > Activities >	Tasks > Observat	tion Ke	ys, Metrics	, & Measures > <u>Review EEG</u> > <u>Evaluator I</u>	nfo > <u>Save / Print</u>				
Observation Keys, Metrics	s, & Measures					^			
you may modify or delete associated Observation	ation Keys, Measures,	and Me	etrics by sel		tivity name or the next to its name, then select a task below. Or custom Observation Key, enter its description into the Observa (dd button.				
Activities / Tasks	Activities / Tasks Task: Make the decision to evacuate or sheller in place.								
Direct Evacuation and/or In-Place Protection Tactical Operation				Obser	rvation Keys	_			
<ul> <li>Make the decision to evacuate or shelter in place.</li> <li>Implement evacuation/shelter-in-</li> </ul>		Edit	Delete	Danger to the public rapidly identified					
<ul> <li>place decision.</li> <li>Identify populations and locations at-risk.</li> </ul>		Edit	<u>Delete</u>	Appropriate course of action is determined w unified command	vith regard to a NIMS/ICS compliant decision making process a	and			
<ul> <li>Identify emergency evacuation routes.</li> <li>Identify evacuee pickup points.</li> </ul>		Edit Delete Coordinate with IC/UC							
<ul> <li>Coordinate transportation response.</li> </ul>		2	Add						
<ul> <li>Coordinate location of shelter facilities and services for evacuees.</li> <li>Coordinate with mass care</li> </ul>				Performa	ance Measures				
services.  Communicate instructions for				Measures	Metric				
shelter-in-place procedures. • Monitor progress of affacted area to determine when re-entry is deemed appropriate Adivate Evacuation and/or In-Place Protection implement Evacuation Orders for General Population implement In-Place Protection		Add		s) V	⊙ Yes/No O Target				
				(Beta)		Back Next			

# **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.

EG Builder	EEG Builder Beta: Feedb
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, or	observation keys, metrics, and measures.
Citizen Evacuation and Shelter-In-Place	
Exercise Evaluation Guide: My Exercise Name	
	tion of, and immediately execute the safe and effective sheltering-in-place of an at-risk population (and tion (and companion animals) to areas of safe refuge in response to a potentially or actually dangerous asible.
Capability Outcome: Affected and at-risk populations (and companion animals) are safely sheltered-in-place a and other essential services, and effectively and safely reentered into the affected area, if a	nd/or evacuated to safe refuge areas in order to obtain access to medical care, physical assistance, shelter, 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 be	en assigned.
Activity 1: Direct Evacuation and/or In-Place Protection Tactical 0	Diferation
·	
Activity Description: In response to a hazardous condition for a locality, direct, manage, a requiring evacuation assistance throughout incident.	nd coordinate evacuation and/or in-place sheltering procedures for both the general population and those
(Be	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.

EEG Builder		EEG Builder Beta: Feedbac
Exercise Info > Capabilities > Activities > Tasks	> Observation Keys, Metrics, & Measures > Review EEG > Evaluator Info > Save / Print	
	EEG Capability: Citizen Evacuation and Shelter-In-Place	
Evaluator Information		
Enter the information for your evaluator.		
	Evaluator Name:	
	Evaluator Title:	
	Evaluator Email:	
	Venue:	
	(Beta)	Back Next 🍉

#### **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.

Centered by Carabidities \* Addres \* Tasks \* Observation to Addres & Medacures \* Revere EEG \* Scaladard for \* Swar Print
 EEG Carabidities: Citizen Evacuation and Shelter-In-Place
 Source Print EEG
 vourd like to print your EEG, select the Save Print as PDP or SavePrint as Word Document to display the EEG in that file format. From that program, use its print function to print the EEG. You may also save the EEG in that file format. From that program, use its print function to print the EEG. You may also save the EEG in that file format. From that program, use its print function to print the EEG. You may also save the EEG in that file format. From that program, use its print function to print the EEG. You may also save the EEG in the HSEEP Toolkit bake no use a new EEG.

From this page you may also create a new EEG.