#### [Enter name of exercise

#### Exercise Planning Team Master Task List/Work Plan

HSEEP Compliance is defined as adherence to specific HSEEP-mandated practices for exercise program management, design, development, conduct, evaluation, and improvement planning. In order for an entity to be considered HSEEP compliant it must satisfy four distinct performance requirements:

1. Conducting an annual Training and Exercise Plan Workshop and developing and maintaining a Multi-year Training and Exercise Plan.
2. Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III.
3. Developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP). The format for the AAR/IP is found in HSEEP Volume III.
4. Tracking and implementing corrective actions identified in the AAR/IP. (Reference: FEMA Homeland Security Exercise and Evaluation Program; <https://hseep.dhs.gov/pages/1001_About.aspx>)

***Responsibility for HSEEP-compliant exercise design, development and conduct resides with multiple entities. This master task list/work plan reflects the exercise design and development methodologies outlined in HSEEP Volumes I-III. Therefore, exercise design and development following this task list/work plan will ensure compliance with HSEEP guidelines. Through the exercise process, EPT Lead Planner will also develop a properly formatted AAR/IP to ensure HSEEP compliance for this requirement. However, it is the responsibility of Mayo Clinic to submit the AAR/IP to the appropriate agency(ies). In addition, it is the responsibility of participating entities, to track and implement corrective actions identified in the AAR/IP.***

*\*Due dates to be defined by the Exercise Planning Team. The Exercise Planning Team for each exercise project will address the same tasks in order to effectively design, develop and conduct the exercises.*

| **Tasks** | **Due** | **Responsible Party** | **Done** | **Status Notes** |
| --- | --- | --- | --- | --- |
| **I. Foundation** [ ]  |
| Identify Exercise Planning Team (EPT). | Click here to enter a date. | EPT Lead Planner | [ ]  | Exercise Director: Click here to enter text.Lead Planner: Click here to enter text.PIO: Click here to enter text.Safety Officer: Click here to enter text.Operations Chief: Click here to enter text.Logistics Chief: Click here to enter text.Planning Chief: Click here to enter text.Finance Chief: Click here to enter text.External Agency Liaison(s): Click here to enter text. |
| Develop Exercise Planning Timeline. |   | Exercise Planning Team (EPT) | [ ]  | Click here to enter text. |
| Develop exercise budget (e.g., personnel, contractor, overtime, travel, supplies, food, transportation, participation fees, etc.). |  | Participating Departments/Participating Agencies | [ ]  | Click here to enter text. |
| **II. Planning Conferences** [ ]  |
| **Concept and Objectives Meeting/Initial Planning Conference, [date, time location]** [x]  |
| The *C&O Meeting* is the formal beginning of the exercise planning process. It is held to ensure that exercise planners agree upon the already-identified type, scope, capabilities, objectives, and purpose of the exercise. For less complex exercises and for entities with limited resources, the C&O Meeting can be conducted in conjunction with the Initial Planning Conference (IPC); however, when exercise scope dictates, the C&O Meeting is held first. Representatives from the sponsoring agency or organization, the EPT leader, and senior officials typically attend the C&O Meeting to identify an overall exercise goal, develop rough drafts of exercise capabilities and objectives, and identify EPT members. The *IPC* is typically the first step in the planning process and lays the foundation for the exercise (unless a C&O Meeting is held). Its purpose is to gather input from the EPT on the scope; design requirements and conditions (such as assumptions and artificialities); objectives; level of participation; and scenario variables (e.g., location, threat/hazard selection), and MSEL. During the IPC, the EPT decides on exercise location, schedule, duration, and other details required to develop exercise documentation. Planning team members should be assigned responsibility for the tasks outlined in the conference. |
| Schedule C&O/IPC meeting date and time. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Identify and schedule C&O/IPC meeting location. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Prepare and send invitations and read ahead packet. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop Agenda & Sign In Sheets. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop planning timeline and assign tasks. |   | EPT | [ ]  | Click here to enter text. |
| Determine Exercise Scope- Identify exercise objectives- Identify target capabilities- Identify potential participants- Identify exercise date(s)- Identify exercise start/end times |    | EPT | [ ]  | Objectives: Click here to enter text.Target Capabilities: Click here to enter text.Joint Commission Function Areas:Click here to enter text.Internal Participants: Click here to enter text.External Participants: Click here to enter text. |
| Determine general scenario  |   | EPT | [ ]  | General scenario: |
| - Identify exercise venue |  |  |  |  - Venue:  |
| - Identify weather conditions (artificial or real world) |  |  |  |  - Weather: Click here to enter text. |
| - Identify the Threat/Hazard and/or Specific Agent |  |  |  |  - Hazard:  |
| Identify information needs to complete the exercise plan (EXPLAN). |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Assign responsibilities and due dates for each task. |   | EPT Lead Planner/Chiefs | [ ]  |  Click here to enter text. |
| Schedule next planning conference date and time. |   | EPT  | [ ]  | Click here to enter text. |
| Identify and schedule next planning conference location. |   | EPT Logistics Chief | [ ]  | Click here to enter text. |
| Develop C&O/IPC minutes. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| Distribute C&O/IPC minutes to the EPT. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| **Mid-term Planning Conference (MPC), [Date, Time, Location]** [ ]  |
| The MPC, an *operations-based* exercise planning conference, is used to discuss exercise organization and staffing concepts; *scenario* and timeline development; and scheduling, logistics, and administrative requirements. It is also a session to review draft documentation (e.g., scenario, *ExPlan*, *C/E Handbook*, *MSEL*). |
| Prepare and send invitations. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop agenda and sign in sheets (presentation if needed). |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Conduct exercise site visit. |   | EPT | [ ]  | N/A |
| Schedule date and time for next planning conference. |   | EPT Leader Planner | [ ]  | MSEL: |
| Identify and schedule next conference location. |   | EPT Logistics Chief | [ ]  | MSEL:  |
| Assign responsibilities and due dates for tasks. |   | EPT Lead Planner/Chiefs | [ ]  | Click here to enter text. |
| Develop MPC minutes. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| Distribute minutes to the EPT. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| **Combined Master Scenario Events List (MSEL) and Evaluation (EVAL) Conference (FSE Only), [Date, Time, Location]** [ ]  |
| The MSEL Conference may be held in preparation for more complex, *operations-based* exercises, specifically to review the scenario timeline and focus on MSEL development. The EVAL Conference may be held in preparation for more complex, *operations-based* exercises, specifically to review the evaluation plan and exercise evaluation guide development. |
| Prepare and send invitations. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop agenda and sign in sheets (presentation if needed). |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Schedule date and time for next planning conference. |   | EPT  |[ ]  FPC:  |
| Identify and schedule next conference location. |   | EPT Logistics Chief |[ ]  FPC:  |
| Assign responsibilities and due dates for tasks. |   | EPT Lead Planner/Chiefs |[ ]  Click here to enter text. |
| Update MSEL based on discussions and send to EPT. |   | EPT Operations Chief | [ ]  | Click here to enter text. |
| Develop MSEL/EVAL conference minutes. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| Distribute minutes to the EPT. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| **Final Planning Conference (FPC), [[Date, Time, Location]** [ ]  |
| The FPC is the final forum for the EPT to review the process and procedures for exercise conduct, final drafts of all exercise materials, and all logistical requirements. During the FPC, there should be no major changes made to either the design or the scope of the exercise, nor to any supporting documentation. The FPC ensures all logistical requirements have been arranged, all outstanding issues have been identified and resolved, and all exercise products are ready for printing.  |
| Prepare and send invitations. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop agenda and sign in sheets. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop presentation/briefing. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Update Controller/Evaluator Handbook based on EPT discussion/feedback. |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop FPC minutes. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| Distribute minutes to EPT. |   | EPT Planning Chief | [ ]  | Click here to enter text. |
| **III. Documentation Development** [ ]  |
| Develop Draft Exercise Plan (EXPLAN) – submit to EPT for review and comment. |   | EPT Planning Chief |[ ]  Click here to enter text. |
| - Site Plans |   |   |  |  |
| - Event Schedule |   |   |  |  |
| Develop Final EXPLAN and provide to all participating organizations. |   | EPT Lead Planner |[ ]  Click here to enter text. |
| TTX - Develop Draft Situation Manual (SITMAN) – send to EPT for review & comment. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| TTX - Develop Final SITMAN. |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Assess and if applicable apply for CME |  | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop Draft participant feedback forms. |   | EPT Lead Planner | [ ]  | RedCap already created |
| Develop Final participant feedback forms. |   | EPT Lead Planner | [ ]  | Click here to enter text. |
| Develop Draft Master Scenario Events List (MSEL). |   | EPT Operations Chief | [ ]  | Click here to enter text. |
| Develop Final Master Scenario Events List (MSEL). |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Develop patient rosters for all exercise sites. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Develop Draft Controller/Evaluator Handbook (C/E Handbook) |   | EPT Planning Chief |[ ]  Click here to enter text. |
| - Communications Plan |   |  |  |  |
| - Deployment Timetable |   |  |  |  |
| - Controller/Evaluator Assignments |   |  |  |  |
| Develop Final Controller/Evaluator Handbook (C/E Handbook). |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop Simulator Cell (SIMCELL) Messages. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Develop Exercise Evaluation Guides (EEGs). |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop simulation cards for actors. |   | EPT Operations Chief | [ ]  | Click here to enter text. |
| **IV. Exercise Support Planning** [ ]  |
| **Exercise Site Areas** [ ]  |
| *(Refer to Site Planner Task List for specific venues.)* |
| Identify Control Cell location. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Reserve areas/rooms needed for exercise, i.e. HCC, assembly areas, rooms activated during event |   | EPT Logistics Chief: |[ ]  Click here to enter text. |
| Determine transportation needs for locations |   | EPT Lead Planner  |[ ]  Click here to enter text. |
| **Actors** [ ]  |
| Develop a centralized volunteer registration process. |   | EPT Planning Chief |[ ]  REDCap Survey Tool Click here to enter text. |
| Identify source for actors. |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Determine number of actors needed for each exercise site. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Identify number and type of patients. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Provide waiver forms to all actors. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Develop and disseminate actor instructions prior to the exercise. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| **Media/Public Information** [ ]  |
| Develop media release/public information handout. |   | EPT - PIO |[ ]  Click here to enter text. |
| Schedule and conduct press conference, if desired. |   | EPT - PIO |[ ]  Click here to enter text. |
| Disseminate information to public and media (i.e., via pamphlets, print, radio, television, etc.). |   | EPT - PIO |[ ]    |
| **Logistics** [ ]  |
| Identify and schedule conference sites. |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Develop correspondence letters (e.g., participant & actor invites, thank you letters). |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Send out calendar invites to players |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop mailing lists (players, controllers, evaluators, observers/VIPs, EPT). |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Identify and schedule exercise site(s). |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Arrange for audio/visual equipment. |   | EPT Logistics Chief |[ ]    |
| Arrange for participant/actor parking. |   | EPT Logistics Chief |[ ]    |
| Arrange for food and beverages. |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Provide facility maps/directions for inclusion in the exercise plan. |   | EPT Logistics Chief |[ ]    |
| Designate radio channels/talkgroups for the full-scale exercise. |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Provide for photographing/videotaping of the exercise. |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Develop identification badges (i.e., for controllers, evaluators, actors, observers/VIPs, media, support staff). |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Procure colored hats/shirts for control team, as appropriate. |   | EPT Logistics Chief | [ ]  | Click here to enter text. |
| Purchase actor participation appreciation item/certificate. |   | EPT Logistics Chief |[ ]    |
| Provide any necessary props (i.e., debris, mannequins, etc.). |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| Identify and schedule location for the Controller/Evaluator/Simulator Debrief. |   | EPT Logistics Chief | [ ]  | Click here to enter text. |
| Provide radios for controllers (i.e., a controller network with a dedicated frequency). |   | EPT Logistics Chief |[ ]  Click here to enter text. |
| **Safety** [ ]  |
| Identify Safety Controller(s). |   | EPT Safety Officer |[ ]  Click here to enter text. |
| Determine real emergency procedures (i.e., code word or phrase). |   | EPT Safety Officer |[ ]  Click here to enter text. |
| Develop safety policies (i.e., pyrotechnics, inclement weather, heat stress, hypothermia, safety plan, etc.). |   | EPT Safety Officer |[ ]  Click here to enter text. |
| Develop weapons policy. |   | EPT Safety Officer |[ ]    |
| **Assets** [ ]  |
| Request participation of the Regional Healthcare Resource Center. |   |  |[ ]    |
| Request participation of external organizations. |   |  |[ ]    |
| Identify external organization participation intent. |   |  |[ ]  Click here to enter text. |
| Request ARMER system support and radios. |   | EPT Logistics Chief | [ ]  | Click here to enter text. |
| **Exercise Staffing** [ ]  |
| Determine exercise staff requirements (i.e., controllers, evaluators, support, SIMCELL simulators). |   | EPT Lead Planner |[ ]  HCC Controller: Click here to enter text.HCC Evaluator: Click here to enter text.SIMCELL Controller: Click here to enter text.Simulator:Click here to enter text.Functional Area Controllers: Click here to enter text.Functional Area Evaluators: Click here to enter text. |
| Select exercise staff. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| Request evaluator support from Mayo Clinic Health System entities or other external partners as needed. |   | EPT Logistics Chief |[ ]    |
| Train exercise staff. |   | EPT Operations Chief |[ ]  Click here to enter text. |
| **V. Conduct Briefings** [ ]  |
| Conduct Controller/Evaluator/Simulator Training. |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Conduct Controller/Evaluator Brief. |   | Exercise Director/EPT Lead Planner Senior Controller |[ ]  Click here to enter text. |
| Conduct Facilitator Simulator Brief. |   | EPT Lead Planner SIMCELL Controller |[ ]  Click here to enter text. |
| Conduct Actor Brief. |   | Actor Coordinator/ Site Planner |[ ]  Click here to enter text. |
| Distribute feedback forms to Players. |   | EPT Lead Planner Site Controller |[ ]  Click here to enter text. |
| Conduct Observer Brief. |   | Site Planner/Escort |[ ]  Click here to enter text. |
| Conduct Player Brief. |   | EPT Lead Planner Site Controller |[ ]    |
| Conduct Player Hot Wash. |   | EPT Lead Planner Site Controller |[ ]  Click here to enter text. |
| Conduct Simulator Debrief. |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Conduct Controller/Evaluator Debrief. |   | EPT Lead Planner Site Controller/ SIMCELL Controller |[ ]  Click here to enter text. |
| **VI. Evaluation** [ ]  |
| Develop Draft After Action Report (AAR). Use [template](file:///%5C%5Cmfad.mfroot.org%5Crchdept%5CSafety%5CTeams%5CEmergency%20Management%5CProjects%5CExercises%5CAAR%20Template%20.doc)[[1]](#endnote-1) |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Develop Improvement Plan (IP) |   | Exercise Planning Team |[ ]  Click here to enter text. |
| Prepare and send invitations for After Action Conference (AAC). |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Develop agenda and sign in sheets (presentation if needed). |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Finalize After Action Report based on discussions[[2]](#endnote-2). |   | EPT Lead Planner |[ ]  Click here to enter text. |
| Submit After Action Report to appropriate committee[[3]](#endnote-3). |   | EPT Lead Planner |[ ]  Click here to enter text. |
| **VII. Improvement Planning** [ ]  |
| Enter all the improvement plan tasks into the [Exercise/Incident Documentation and Improvement Tracking Tool](http://javaprod.mayo.edu/sis/ipt/home.htm). |   | EPT Planning Chief |[ ]  Click here to enter text. |
| Track implementation of AAR/IP. |  Ongoing | Emergency Management Team |[ ]  Click here to enter text. |

1. Use references at the end of the document, if applicable. Footnotes can be added for additional material.

If participant feedback forms were gathered, summarize in appendix.

In the AAR document, hyperlink each improvement task to its corresponding observation (through bookmark) [↑](#endnote-ref-1)
2. Make edits and then:

Update Table of Contents.

Create separate Executive Summary document (remove exercise details and analysis). [↑](#endnote-ref-2)
3. Once approved:

Remove any draft watermarks and notations and save as final.

Save both original AAR and summary as pdfs.

Upload pdfs to the [Emergency Preparedness website](http://intranet.mayo.edu/charlie/emergency-preparedness-rst/mayo-clinic-after-action-reports/mayo-clinic-in-rochester-after-action-reports/). [↑](#endnote-ref-3)