

State of Kansas HSEEP Compliant Exercise Reporting Form

NOTE: HSEEP Guidance recommends that all after-action reports/improvement plans from exercise conducted with DHS funding be uploaded to the HSEEP portal. According to the DHS point of contact for Kansas, the only personnel with access to the portal are the "DHS Exercise Managers and the LLIS Team. Any information that LLIS compiles is scrubbed for location and other specifics that could help identify jurisdictions involved prior to being posted on LLIS.com. The only time the DHS Exercise Managers will share the information provided in AARs/IPs with external personnel is if Congress or the White House requests it."

*Based on the federal recommendation, we will upload all AARs/IPs submitted for credit unless you request otherwise. If you would prefer that this AAR/IP not be uploaded to the HSEEP portal please select NO in the following box This form will default to "Yes" -releasing the information- unless otherwise specified. **Yes***

Executive Summary

Enter below a brief overview of the exercise - Major strengths demonstrated during the exercise and areas that require improvement.

Chapter 1: Exercise Overview

Exercise Name: _____ County: _____

Exercise Date: _____ Duration: _____ (days or hours)

Type of Exercise: - - - -

Funding Source: _____

Program: _____

Exercise Focus:	Preparedness <input type="checkbox"/> Prevention <input type="checkbox"/>	Mitigation <input type="checkbox"/> Protection <input type="checkbox"/>	Response <input type="checkbox"/> Detection <input type="checkbox"/>	Recovery <input type="checkbox"/>
Primary Hazard	Natural _____	Technological _____	Terrorism _____	Other _____
Secondary Hazard	Natural _____	Technological _____	Terrorism _____	Other _____
Actual Event	Natural _____	Technological _____	Terrorism _____	Other _____

Location(s): _____ (City, State or address/specific location(s) in City, State)

Participating Organizations / Agencies: (list each specific agency for NIMS Compliance)

Total Number of Participants: _____

Players: _____

Victim Actors: _____

Controllers / Evaluators: _____

Observers: _____

Chapter 2: Exercise Goals and Objectives

Note: The "Exercise Goals and Objectives" section should be used to briefly list the goals and objectives for the exercise. List each Goal followed by the Objective for the respective Goal.

Goal:
Objective:
Objective:
Objective:
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Goal:
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Chapter 3: Exercise Events Synopsis

Note: The "Exercise Events Synopsis" section should be used to provide an overview of the scenario. Paste the exercise scenario below and send the exercise timeline and/or Master Scenario Events (MSEL) List as a separate attachment.

Chapter 4: Analysis of Mission Outcomes

Note: Overall how did this exercise succeed in meeting or accomplishing the goal(s) identified?

Chapter 5: Analysis of Critical Task Performance

Note: The "Analysis of Critical Task Performance" section reviews performance of the individual tasks, as defined in the evaluation guides. Each task that was identified by the exercise planning team as a critical task to be performed to respond to the simulated attack defined by the scenario should be discussed in this section. Below is the format that each Task should be presented in.

Task: List the overall task and number.

Reference: List the reference Exercise Evaluation Guide (EEG) task and number.

Summary of Issue: Briefly describe the issue.

Consequence: Briefly state the consequence of the action.

Analysis: Briefly explain the issue and the consequences.

Recommendations: List the recommendation that would help to rectify the issue.

Actions: List the action steps required to ensure that the recommendation is followed.

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Task
Reference
Summary of Issue
Consequence
Analysis
Recommendations
Actions

Chapter 6: Conclusions

Note: The "Conclusions" section of the report should be used as a summary of all the sections of the AAR. It should include the following:

- *Participants demonstrated capabilities*
- *Lessons learned for improvement and major recommendations*
- *A summary of what steps should be taken to ensure that the concluding results will help to further refine plans, procedures, training for this type of incident.*

Chapter 7: Improvement Planning

An Improvement Plan is a method by which issues and concerns brought out by the exercise are turned into measurable steps that result in improved response capabilities. The local jurisdictions take the lead in developing these steps. When complete, it specifically details what actions should be taken to address each issue or concern, who or what agency(s) is responsible for taking the action, and the timeline for completion. Any identified areas above needing improvement, shall be documented on the improvement plan.

UTL Task # (If applicable)	Issue	Improvement Actions	Responsible Person / Agency	Completion Date

Chapter 8: Annexes Exercised (if applicable)

List annexes exercised - This information will be used to evaluate county Emergency Management Performance Grant (EMPG) compliancy. As per EMPG requirements, 100% of county emergency response plan annexes must be exercised every 5 years.

Total number of annexes in the County Emergency Response Plan: _____

Number of annexes tested in this exercise: _____

Please list any other county, municipality, or private sector plans that this exercise tested:
-- Such as Chemical Facility Emergency Plan, School Emergency Plan, etc. --

Chapter 9: Exercise Report - Completion Information

Prepared By: _____ Title: _____ Date: _____

Address: _____ City: _____ County: _____

Email: _____

Please email this Report to: kdem.exercises@gmail.com

----- KDEM Official Use Only -----

State Approving Official _____ Date: _____ Approved: ----

Exercise Requirements Met for NIMS Requirements: ----

Comments:

Type of Credit Approved: ----