

State of Illinois Exercise Policy Standards

Policy Statement

As of April 1, 2010 the Illinois Exercise Evaluation Guide is now the Federal Emergency Management Agency's Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning and constitutes a national standard for all exercises. Wherever federal or state funds are used for training exercises in the State of Illinois, the following requirements shall be met to receive funding:

1. Scheduling of exercises must be coordinated and approved by the Illinois Emergency Management Agency (IEMA) Exercise Training Officer (ETO) or his/her designee to ensure that personnel and/or resources are not otherwise obligated for an actual event or other exercise/training activities. Requests to schedule an exercise should be submitted at least 90 days in advance of the event through the IEMA Exercise and Training Calendar (<http://www.iema.illinois.gov/iema/training/exercises/SubmitEvent.asp>).
2. All exercises must be planned and conducted in accordance with HSEEP, which is consistent with the National Incident Management System, Illinois Emergency Operations Plan, Illinois Disaster Management System, and applicable Homeland Security Presidential Directives.
3. Participant lists will be developed dependent upon the scope and objectives determined for the exercise and maintain compliance with HSEEP policies and procedures. Before issuing invitations to state and federal agencies, state agencies must contact the IEMA ETO for approval and coordination. Non-state agencies must simultaneously notify the IEMA ETO when invitations are issued to state and federal agencies.
4. All exercises must include a written After Action Report (AAR) and Corrective Action/Improvement Plan consistent with the guidelines outlined in HSEEP. Municipal and county jurisdictions should submit a copy of this report within 45 days of the exercise to their IEMA Regional Coordinator, who will, in turn, submit it to the IEMA ETO. Statewide or regional organizations should submit AARs for statewide exercises that are multi-regional and/or multi-jurisdictional and national level exercises directly to the IEMA ETO within 45 days of the exercise.
5. The IEMA ETO shall be notified, by email or regular mail, prior to the commencement of any functional or full-scale exercise to ensure exercise play is not mistaken for actual events. IEMA, in turn, will notify the Statewide Terrorism and Intelligence Center and the IEMA Communications Center.
6. Municipal and county jurisdictions who anticipate utilizing federal preparedness funds to support an exercise must submit by December 1 of each year a three-year training and exercise plan to their IEMA Regional Coordinator, who will, in turn, submit it to the IEMA ETO. The plan must include

all exercises funded in-part or in-full with federal preparedness grant funds. Jurisdictions are urged to include non-federally funded exercises in the plan, as well. Statewide or regional organizations should submit plans for statewide exercises that are multi-regional and/or multi-jurisdictional and national level exercises directly to the IEMA ETO. IEMA is responsible for uploading exercises onto the National Exercise Schedule.

Exception to the Policy –

If there is an extenuating circumstance that would prevent a jurisdiction from adhering to the requirements of this policy statement, the jurisdiction must submit a written request for an exception to the IEMA ETO.

Effective Date of Policy –

This policy is effective for all exercises approved on or after April 1, 2010.