



The Commonwealth of Massachusetts

Executive Office of Public Safety

Homeland Security Division

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Edward A. Flynn
Secretary

Mitt Romney
Governor

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Lieutenant Governor

Good Day:

The purpose of this letter is to further clarify reporting requirements concerning homeland security related exercises.

As you already know, exercises must be conducted in compliance with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP requires that recipients use a building block methodology. Recipients who are creating an exercise for the first time should start with a tabletop exercise and build the scenario into a full scale exercise. Additionally, HSEEP requires that an After Action Report (AAR) and Improvement Plan (IP) be submitted after each exercise. Examples of AARs, IPs and an overview of the HSEEP may be reviewed at: <http://www.ojp.usdoj.gov/odp/docs/hseep.htm> Please note that these reporting requirements are mandatory and your budget should reflect the costs of producing such reports. More importantly, a copy of an AAR and IP must be presented to the Executive Office of Public Safety before any reimbursement for that particular exercise will be reimbursed.

Accompanying this letter you will find various sample templates and examples to assist you in the creation of your exercise, the exercise AAR, and the exercise IP. Besides sample templates and examples, you will also find various logistical suggestions in setting up your exercise such as room set up suggestions, sign in sheets, etc.

Please keep in mind that once your municipality has received permission from your respective Homeland Security Council to create a Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) related exercise, please make sure to assist the MEMA Liaison to your Homeland Security Council in filling out the Exercise Scheduling Report that may be found in the *Introduction Folder* of this CD. This Scheduling Report Form will be sent to both the Homeland Security Council and the MA Division of Homeland Security, Executive Office of Public Safety to keep track of all exercises that take place throughout the Commonwealth.

Finally, if you do not have any experience in creating exercises, MEMA offers an exercise design course that teaches individuals how to professionally create and manage exercises. To learn more about this course, please contact the MEMA training department.

If you have any further questions concerning homeland security exercises, please feel free to contact me at Charles.Smiarowski@state.ma.us. I look forward to working with you.

Regards,

Chuck Smiarowski
Division of Homeland Security