

# 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:** \_\_\_\_\_

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

**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:**  
**Objective:**

### 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 attacked 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**  
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**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.*



