

Exercise Evaluation Guides (EEGs)

What is an EEG

The purpose of the Homeland Security Exercise and Evaluation Program (HSEEP) is to provide common exercise policy and program guidance that constitutes a national standard for homeland security exercises. As part of HSEEP, Exercise Evaluation Guides (EEGs) have been developed as tools to assist the evaluation of the performance of the tasks, activities, and capabilities necessary to prevent, protect against, respond to, and recover from natural and manmade disasters. The EEGs are foundational to exercise evaluation, improvement plans, and corrective actions. They are documents which assist with the exercise evaluation process by providing evaluators with consistent standards and guidelines for observation, data collection, analysis, and report writing.

The EEGs will act as the primary reference to ensure all jurisdictions/organizations evaluate exercises against the same measurable baseline. This method of evaluation will not only help to identify significant gaps in preparedness capabilities across the nation, but will also serve as a tool to develop stronger and more consistent After Action Report/Improvement Plans (AAR/IPs). EEGs provide exercise evaluators with a manageable tool with which they can collect data during an exercise, in a format allowing the easy transfer of information to the AAR/IP.

Key Terms

Capability: A Capability is the means to achieve a measurable outcome through the performance of Critical Tasks under specified conditions to target levels of performance. A Capability may be delivered with any combination of properly planned, organized, equipped, trained, and exercised personnel that achieves the desired outcome. Each Capability has one corresponding EEG.

Activity: Within each Capability, Activities are groupings of Tasks with similar overall purpose that usually provide an output or outcome, which is often a required input or initial starting point for another Activity. In the After-Action Report, Activity performance will form the basis for your exercise observations.

Task: In the EEGs, Tasks represent the expected individual actions of response personnel participating in the exercise. They provide the basis for evaluation, as they allow an observer the ability to indicate whether an action has been fully completed, partially completed, not completed, or is not applicable to the exercise.

Performance Measure: Many Tasks are followed by corresponding Performance Measures. Performance Measures consist of a prescribed action and a quantifiable indicator (usually expressed as a time, percentage, or other quantity). Performance Measures should be recorded to supplement your evaluation, as they record more than the simple completion or non-completion of Tasks.

Observation Key: Observation Keys are listed as sub-bullets for each Task and are intended to aid less experienced exercise evaluators to identify important indicators for execution of each Task. They are not intended to be inclusive of all actions to be taken by responders. Rather, they enhance the usability of EEGs as universal evaluation guides.