HSEEP and NCIG Infographics

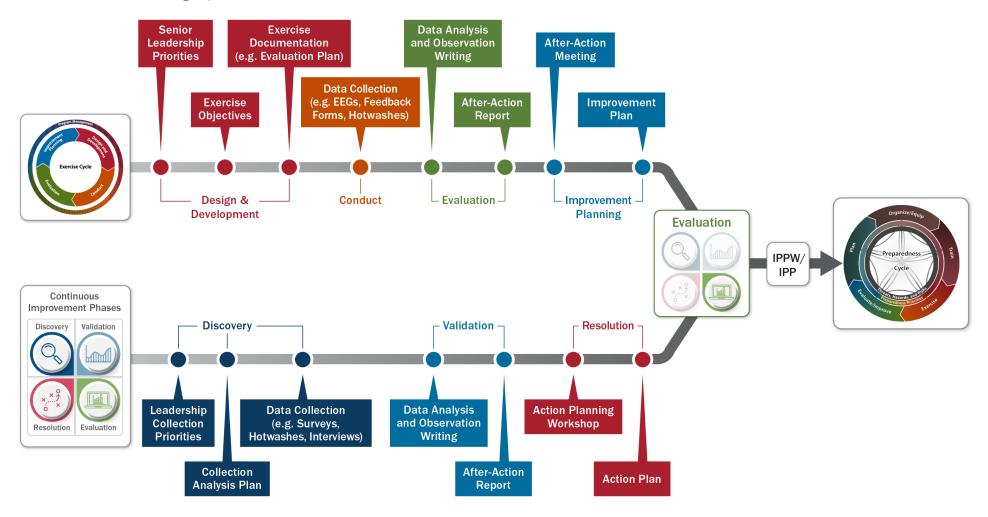


Figure 1: Side-by-Side Map of the HSEEP and NCIG Products

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HSEEP and NCIG Infographics

Continuous Improvement Process (CIP)

Incident After-Action Review Process

https://www.fema.gov/about/offices/preparedness/continuous-improvement

Leadership Collection Priorities:

Based on direction from leadership, incident needs, existing plans, and previous real-world incidents or exercise After Action Reports. Priority development continues throughout real-world incidents during the Discovery Phase.

Product: Collection Analysis Plan: A plan that organizes and sets up a clear approach for data

collection priorities, methodology, roles and responsibilities, schedule, and potential constraints.

collection efforts. It typically includes a brief description of the incident, purpose, scope,

Homeland Security Exercise and Evaluation Program (HSEEP) Cycle

https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseer

Senior Leadership Priorities:

Established by senior leaders and informed by risk and capability assessments, findings, and corrective actions from previous events and external requirements like regulations and grant guidance.

Design and Development

Products: Planning meetings and exercise documentation

Data Collection

The same data collection methods can be used for exercises and real-world incidents and will vary based on need.

Incident or Exercise

Conduct

Product(s): Exercise Evaluation Guides, Evaluation Plan, Controller/Evaluator Handbook, Facilitator/Evaluator Handbook: Developed during the exercise design and development as a part of pre-exercise evaluation planning. Used to guide evaluators and participants in providing observations

Validation Phase

Discovery Phase

Product: After Action Report: Based on the Collection Analysis Plan and other planning documents

Observations Include:

- Strengths
- · Potential Best Practices
- · Areas for Improvement
- Mission Critical

Data Analysis

The same data analysis techniques can be used for exercises and real-world incidents and will vary based on need.

Observations

The end products for real-world incidents will vary from those created for an exercise but serve a similar purpose.

Evaluation

Product: After Action Report: Based on exercise objectives and the evaluation criteria designed for the exercise

Observations include:

- Strengths
- · Areas for Improvement

Resolution Phase

Product: Recommended Actions: An action that needs to be taken to maintain a strength, institutionalize a best practice, or address an area for improvement or mission critical issue. Initially developed as an element of an observation, recommended actions are finalized during an APW and transferred into an Action Plan for tracking and completion.

Product: Action Planning Workshop: Brings together multiple stakeholders to facilitate the development, adoption, and implementation of recommended actions. The workshop should include those entities responsible for taking action(s).

Product: Action Plan: Identifies recommended actions, assigns them to responsible entities, and sets up timelines for their completion.

Finalize, Track, and Implement

Improvement Plan and Action Plan items can be combined into one tracking document that is updated after each exercise, real-world incident, or other activity that creates recommended or corrective actions.

Improvement Planning

Product: Corrective Actions: An item outlined in an IP that is intended to resolve areas for improvement.

Product: After Action Meeting: Serves as a forum to review the revised AAR and the draft IP. Participants should seek to reach final consensus on strengths, areas for improvement, draft corrective actions, concrete deadlines, and owners/ assignees for implementation of corrective actions.

Product: Improvement Plan: Includes a consolidated list of corrective actions, responsible parties, and a timeline for completion.

Evaluation Phase

Measure Effectiveness: Once a discrete recommended or corrective action is marked complete, the effectiveness of that action should be measured or validated. This can be done in several ways.

- 1. As part of steady state data collection activities
- 3. Assessing through exercises
- 2. Assessing in similar conditions during a real-world incident
- 4. Any of these actions or activities can be added into priorities

Figure 2: Side-by-Side Comparison of HSEEP and NCIG Terminology