Resources for Exercise Planners

The Preparedness Toolkit (PrepToolkit) is designed to promote implementation of the National Preparedness System (NPS). To aid in validating capabilities, PrepToolkit provides a technology platform that supports implementation of the Homeland Security Exercise and Evaluation Program (HSEEP). It aids Exercise Planners in program management, design & development, conduct, evaluation, and improvement planning.

Risks and Scenarios

PrepToolkit includes Hazard Explorer, a toolkit that integrates location enabled tools and resources for comprehensive risk assessments, informed planning processes, and exercises based on real-world scenarios.

The tool uses geospatial data and analysis to assist Exercise Planners in identifying hazards their community may face and in determining realistic scenarios for their exercises.

Exercise starter kits are available and include templates, sample scenarios, discussion questions, and scene-setting videos to prepare for various threats and hazards. Available sample scenarios include:

- Earthquake
- Tornado
- Data Theft
- Water Shortage
- Disruption to Infrastructure
- Ebola Outbreak
- Improvised Explosive Device
- Active Shooter with Hostages

PrepToolkit enables users to enter exercise information once in a central location and automates the development of key exercise documents.

Centrally managed information includes:

- Scenario
- Exercise Objectives
- Sponsor
- Mission Areas & Core Capabilities
- Threats & Hazards
- Participating Organizations
- Exercise Plan
- Exercise Evaluation Guides
- Situation Manual
- MSEL Injects & Events
- Controller/Evaluator Handbook
- After Action Report

For more information visit:
https://preptoolkit.fema.gov
https://preptoolkit.fema.gov/user-guide
Or contact:
support@preptoolkit.fema.dhs.gov
PrepToolkit provides dedicated exercise sites to support Exercise Planners in all phases of the HSEEP exercise cycle.

**Single System**
Centrally manage exercise planning materials and build the MSEL in a single location. Eliminate the need to log-in to multiple systems.

**User Access Control**
Control user access to the exercise and all associated materials. Assign roles to users to provide full access to some and limited access to others, as needed.

**Collaboration Across Agencies**
Collaborate across agencies and organizations on the MSEL. Reduce the level of effort to consolidate and deconflict individual MSELS in preparation for MSEL synchronization.

**Customization**
Customize the exercise landing page with unique logos, text, links, and images. Enter customized instructions for the MSEL and event registration form.

**MSEL Import**
Import one or more MSEL spreadsheets (CSV files). Load MSEL files developed outside PrepToolkit or merge MSEL injects from multiple sources.

**MSEL Dashboard**
Review overall exercise progress and status of MSEL injects and events.

**Search**
Quickly search MSEL injects and events. Search for documents and media by filename, document contents, and metadata.

**Exercise Evaluation**
Collect evaluator ratings and observations in one location. Can eliminate the need to collect and consolidate completed paper EEGs after exercise conduct. (If preferred, editable EEGs are available for export.)

### Get Started

1. **Self-register for a PrepToolkit account by selecting**
   Sign In > Register within PrepToolkit.
   ![Sign In](image1) ![Register](image2)
   You will have limited access until your account is reviewed and approved. You will be emailed once your account is reviewed.

2. **Log-in to PrepToolkit.**
   Select the EM Toolkits button to explore Exercise Starter Kits. Select the Exercises button to explore exercise sites.

3. **Browse available exercises.**
   All exercises are organized by agency, organization, or jurisdiction—known as Domains.
   Contact the provided Domain point of contact for your organization to create a new exercise site. Alternatively, contact the PrepToolkit Help Desk.

For more information visit:
[https://preptoolkit.fema.gov](https://preptoolkit.fema.gov)
[https://preptoolkit.fema.gov/user-guide](https://preptoolkit.fema.gov/user-guide)
Or contact:
[support@preptoolkit.fema.dhs.gov](mailto:support@preptoolkit.fema.dhs.gov)