



# FEMA | Preparedness Toolkit

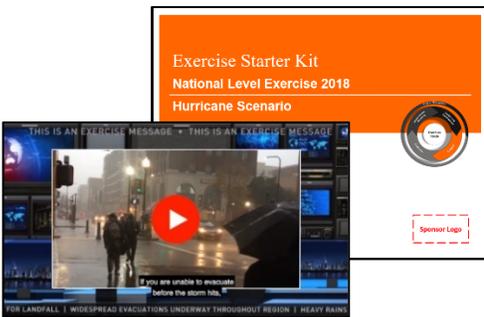
## Resources for Exercise Planners

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

### Exercise Information Simplified

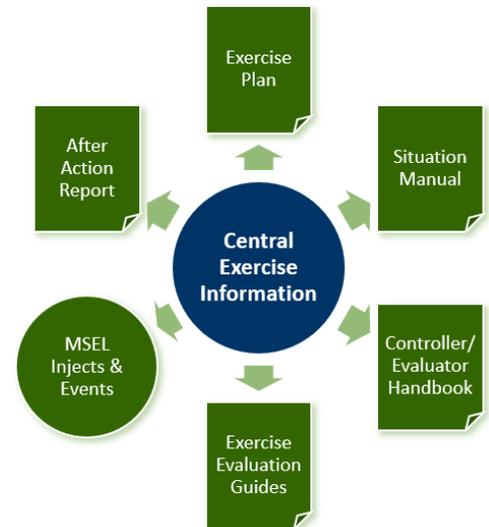
PrepToolkit enables users to enter exercise information once in a central location and automates the development of key exercise documents.

Centrally managed information includes:

- Scenario
- Sponsor
- Threats & Hazards
- Exercise Objectives
- Mission Areas & Core Capabilities
- Participating Organizations

PrepToolkit automates the development of key exercise documents such as:

- Exercise Plan
- Situation Manual
- Controller/Evaluator Handbook
- Exercise Evaluation Guides
- MSEL Injects & Events
- After Action Report



For more information visit:

<https://preptoolkit.fema.gov>  
<https://preptoolkit.fema.gov/user-guide>

Or contact:

[support@preptoolkit.fema.dhs.gov](mailto:support@preptoolkit.fema.dhs.gov)



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## Exercise Sites

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.



### MSEL Import

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



### 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.



### MSEL Dashboard

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



### 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.



### Search

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



### Customization

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



### 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.)

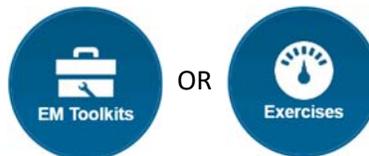
## Get Started

**1** Self-register for a PrepToolkit account by selecting Sign In > Register within PrepToolkit.



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/user-guide>  
Or contact:  
[support@preptoolkit.fema.dhs.gov](mailto:support@preptoolkit.fema.dhs.gov)