Glossary of Terms

A	
Actor	Actors are volunteers who simulate specific roles, such as disaster casualty victims, in order to add realism to an exercise.
After Action Report (AAR)	The AAR summarizes key exercise-related information, including the exercise overview and analysis of objectives and core capabilties. The AAR is usually developed in conjuction with an Improvement Plan (IP).

C	
Capability	A capability may be delivered with any combination of properly planned, organized, equipped, trained, and exercised personnel to achieve an intended target.
Concepts and Objectives (C&O) Meeting	A C&O meeting is the formal beginning of the exercise planning process. It is held to identify the scope and objectives of the exercise. For less complex exercises and for organizations with limited resources, the C&O Meeting can be conducted in conjuction with the Inital Planning Meeting.
Controllers	Controllers plan and manage exercise play, set up and operate the exercise-incident site, and possibly take the roles of individuals and agencies not actually participating in the exercise. Controllers direct the pace of exercise play, provide key data to players, and may prompt or intiate certain player actions and injects to the players as described in the MSEL to ensure exercise continuity.
Controller/Evaluator (C/E) Briefing	The C/E briefing is a pre-exercise overview for controllers, evaluators, and the exercise administrative staff. The briefing summarizes the C/E Handbook and focuses on explaining the roles and responsbilities of controller and evaluators.
Controller/Evaluator (C/E) Debriefing	The C/E debriefing provides a forum for controllers and evaluators to review the exercise design. The Exercise Director facilitates the debriefing and obtains feedback from the controllers and evaluators on the exercise design, materials, exercise design strengths and areas for improvement for future exercises.
Controller/Evaluator (C/E) Handbook	The C/E handbook sepcifically describes the roles and responsibilities of exercise controllers and evaluators and the procedures they must follow. Because the C/E Handbook contains information about the scenario and about exercise administration, it is distributed to only those individuals specifically designated as controllers or evaluators.

E	
Evaluator	Evaluators use Exercise Evaluation Guides (EEGs) to measure and assess performance, capture unresolved issues and analyze exercise results. Evaluators assess and document player actions against expected actions and established emergency plans and exercise evaluation criteria without interfering with exercise flow.
Exercise Director	The Exercise Director oversees all exercise functions during exercise conduct; oversees and remains in contact with controllers and evaluators, debriefs controllers and evaluators following the exercise; and oversees setup and cleanup of the exercise as well as positioning of controllers and evaluators.
Exericse Evaluation Guide (EEG)	EEGs provide a template for observing and collecting exericse data in relation to objectives and associated capabilities. EEGs typically identify targets and critical tasks for exercise objectives and capabilities. They enable evaluators to capture structured and unstructured data regarding exercise performance.
Exericse Plan (ExPlan)	An ExPlan is a general information document that helps operations based exercises run smoothly by providing participants with a synopsis of the exercise. It is published and distributed to the participating organizations following development of most of the critical elements of the exercise. In addition to addressing exercise objectives and scope, an ExPlan assigns activities and responsibilities for exericse planning, conduct and evaluation. The ExPlan is intended to bee seen by exericse players and observers - therefore, it does not contain detailed scenario information that may reduce the realism of the exercise.

F	

Facilitated Discussion/ Tabletop Exericse	A facilitated discussion/Tabletop Exericse is the focused discussion of specific issues through a facilitator with functional area or subject
Facilitator	During a discussion based exercise, the facilitator is responsible for keeping participant discussions on track with exercise objectives and ensuring all issues and objectives are explored as thoroughly as possible within time constraints. If an exercise uses breakout groups, more than one facilitator may be needed.
Full Scale Exercise (FSE)	FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies and organizations, and jurisdictionsand validate many facets of preparednes. FSEs often include many players operating under cooperative systems such as the Incident Command System or Unified Command. During a FSE, movement of personnel and equipment takes place in real time
Functional Exercise (FE)	Functional exercises are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies and procedures, and staff members involved in management, direction, command and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity at the management level. An FE is conducted in a realistic, real time environment; however, movement of personnel and equipment is usually simulated.
H	
Homeland Security Exercise and Evaluation Program (HSEEP)	HSEEP is a FEMA program that provides a set of guiding principles for exercise programs as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.
Hot Wash	A Hot Wash is a facilitated discussion held immediately after an exercise among exercise players. It captures feedback about any issues, concerns, or proposed improvments players may have about the exercise. The Hot Wash is an opportunity for players to voice their opinions on the exercise and their own performance.
I	
Improvement Plan (IP)	The IP identifies specific corrective actions, assigns them to responsible parties and establishes target dates for their completion. The IP is developed in conjuction with the After Action Report.
Initial Planning Meeting (IPM)	The IPM marks the beginning of the exercise development phase. An IPM's purpose is to determine exercise scope by gathering input from the exercise planning team; design requirements and conditions (e.g., assumptions and artificialities); objectives; extent of play; and scenario variables (time, location, hazard)
Inject	Injects are prompts that incite players to implement the plans, policies, and procedures that planners want the exercise to validate. Exercise controllers provide injects to exericse players to drive exercise play toward achievement of objectives. Injects can be written or verbal.
M	
Master Scenario Events List (MSEL)	The MSEL is a chronological timeline of expected actions and scripted events to be injected into the exercise play by controllers to generate or prompt each player activity. It ensures necessary events happen so that all objectives are met. The MSEL links simulation to action, enhances exercise experience for players, and reflects an incident or activity meant to prompt players into action.
MSEL Meeting	The MSEL meeting is held in preparation for more complex exercises to review the scenario timeline and focus on MSEL development. A MSEL meeting can be held in conjuction with or separate from the Midterm Plannig Meeting to review the scenario timeline for the exericse.
Midterm Planning Meeting (MPM)	The MPM is a planning meeting for exericses. It is used to discuss exercise organization and staffing concepts; scenario and timeline development; and scheduling, logistics, and administrative requirements. It is also a session to review draft documentation.