



INDIANA TOTAL SOLAR ECLIPSE (TSE) EXERCISE IN A BOX INSTRUCTIONS

The Exercise in a Box is intended to be used by an organization/agency desiring to host a facilitated discussion with partnering impacted organizations/agencies to prepare for the TSE event on April 8, 2024.

EXERCISE INFORMATION

- Any organization can use this Exercise in a Box. The time, date, location, participants and logistics are at the discretion of the sponsoring organization/agency with consideration of participants' availability.
 - Indiana Department of Homeland Security District Liaisons may choose to facilitate the Exercise in a Box with emergency management agencies in their assigned IDHS Districts' coverage area.
 - Ideally, the TSE Exercise in a Box should be facilitated in fall 2023 so that there is time to address any gaps and corrective actions before the planned event.
 - This Exercise in a Box can take anywhere from 30 minutes to an hour or more depending on the number of questions asked.
- The Exercise in a Box is a single Microsoft Word document.
 - Modifications/add/remove (including Appendix B and C) are encouraged to fit the needs of the sponsoring organization/agency. Module questions can be added or taken away as needed.
 - Items in gray are meant to be modified. Remember to remove the gray highlight after the change has been made.
 - The document is like a hybrid Situation Manual/After-Action Report that you may associate with a tabletop exercise.
- This exercise should include at minimum, a facilitator, players and a scribe.
 - The facilitator will facilitate introductions/overview, Module 1, hotwash and an abbreviated after-action summary.
 - The scribe will capture the hotwash and after-action summary report notes and add them into the Exercise in a Box document. The hotwash and after-action summary are found within the Exercise in a Box document.
- Homeland Security Exercise and Evaluation Program (HSEEP) Consistence:
 - IDHS, with various exercise planning team members across the state, held a combined Initial/Final Planning Meeting. Additional meetings are not required for HSEEP consistence unless the sponsoring organization/agency chooses to.
 - An additional planning meeting may be necessary to discuss exercise timing, date, location, participants and logistics.
 - After the exercise, please send exercise@dhs.in.gov the filled-out TSE Exercise in a Box document along with a sign-in sheet for historical purposes.

If you have questions, contact exercise@dhs.in.gov.