

HSEEP JUNE 8-10, 2012

HSEEP: Homeland Security Exercise & Evaluation Program

HSEEP Course

FEMA Region IV, KYEM and the Commonwealth of KY will host the HSEEP Training Course for Federal, State, local, and government employees. This class is limited to 30 students.

Who Can Attend the HSEEP Course?

Individuals involved in exercise programs or exercise design, development, conduct, control, evaluation, or improvement planning are encouraged to attend.

Participant Preparation

Participants need a basic knowledge of exercise design and HSEEP terminology.

Kentucky HSEEP Training Course Information Dates:

June 8-10, 2012

Location:

Floyd County Health Department
283 Goble
Prestonsburg, Ky 41653

Therefore, participants are **required** to complete Independent Study (IS)-120.A, An Introduction to Exercises, before attending the HSEEP Training Course. The IS course takes approximately 3 to 5 hours to complete. To complete this requirement, follow these steps:

- Go to training.fema.gov/EMIWeb/IS/IS120.A.asp and select "Interactive Web-based Course."
- After completing the modules, select "Take Final Exam."
- Obtain proof of completion of the course.

Additional Details:

Training begins at 8:00 a.m. and will typically end around 4:30 p.m.

Course Tuition and Travel Costs

Course tuition is FREE to those accepted. Travel costs are the responsibility of the student's sponsoring agency.



The HSEEP Training Course will briefly cover other U.S. Department of Homeland Security (DHS) initiatives. As such, it is **recommended** that participants complete the following IS courses:

- IS-130: Exercise Evaluation and Improvement Planning
- IS-139: Exercise Design
- IS-700: NIMS, An Introduction
- IS-800.B: National Response Framework, An Introduction

Further Information

For more information on this training, contact:

Chris Hecker or David Akers at

Office: 502-607-1654
chris.hecker@us.army.mil
david.akers3@us.army.mil

REGISTRATION

Registration will begin Monday, January 30, 2012 and the cutoff date for registration is Wednesday, June 6, 2012.

All who plan on attending must complete registration.

Application Procedure:

- A 119-25-1 form must be completed and sent to Chris Hecker, David Akers or Jerry Karriker. Please contact for a blank form.
- Fax or Email a copy of your IS-120.A certificate.
- You will receive an e-mail advising you of the status of your application within 5 business days of receiving.

HSEEP

What is the HSEEP Training Course?

The HSEEP Training Course incorporates exercise guidance and best practices from the HSEEP volumes. Throughout the course, participants will learn about exercise-related topics including program management, design and development, conduct, evaluation, and improvement planning.

The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, and group discussions. The course also provides overviews of HSEEP-related initiatives such as technology (e.g., HSEEP Tool-

kit) and capabilities-based planning (e.g., Target Capabilities List [TCL]). This blended approach gives participants hands-on experience that readily translates to real-world exercise skills.



Activities include creating exercise documentation, conducting exercise planning conferences and briefings, and practicing

exercise evaluation.

The course has been developed by the DHS using input from Federal partners, subject matter experts, and State and local representatives.

HSEEP is a capabilities-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises.

This training course is an expansion of the Volume II Exercise Evaluation and Improvement Training Course and includes more details on exercise program management, planning, and conduct, as

HSEEP Training Course Modules and Objectives

The HSEEP Training Course is organized into seven modules. All seven modules will be delivered during the course. A brief description of each module is listed below.

Module 1: Introduction

Participants will learn the purpose, background, and scope of the HSEEP Training Course.

Module 2: Exercise Program Management

Participants will learn exercise program management fundamentals to provide the foundation necessary to develop and manage exercises according to HSEEP guidance.

Module 3: Foundation

Participants will learn how to build a foundation for an HSEEP exercise, including organizing the Exercise Planning Team, scheduling planning conferences, and outlining a project management timeline.

Module 4: Design and Development

Participants will learn the conceptual and logistical differences between the design and development phases of discussion-based and operations-based HSEEP exercises.

Module 5: Conduct

Participants will learn how to successfully execute discussion-based

and operations-based HSEEP exercises.

Module 6: Evaluation

Participants will learn how to evaluate discussion-based and operations-based HSEEP exercises to identify areas for improvement.

Module 7: Improvement Planning

Participants will learn how to develop and implement Improvement Plans to increase preparedness.