



## KENTUCKY EMERGENCY MANAGEMENT

**Matthew G. Bevin**  
Governor

100 Minuteman Parkway  
Boone National Guard Center  
Frankfort, KY 40601-6168

**Michael E. Dossett**  
Director

**Homeland Security Exercise and Evaluation Program (HSEEP)**  
**September 16-17, 2019**  
**9:00AM to 5:00PM**

**Floyd County Emergency Rescue Squad**  
**132 Cliff Road**  
**Prestonsburg, KY 41653**

### **Course Description:**

The HSEEP Training Course is an intermediate-level training course that incorporates exercise guidance and best practices from the HSEEP Volumes. Throughout the course, participants will learn about topics including exercise 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 and capabilities-based planning (e.g., Target Capabilities List [TCL]). This blended approach will give 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.

### **Student Criteria:**

Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning are encouraged to attend the HSEEP Training Course. The pre-requisite for this course is completion of IS 120 (An introduction to Exercises) and it is recommended to complete IS 130 (Exercise, Evaluation and Improvement Planning) A copy of the course completion certificate must be emailed or faxed to the POC below, before the beginning of class. You **MUST** be at least 18 years old to register for this class.

### **Special Notes:**

A **MINIMUM # twenty (20)** advance student registrations is **REQUIRED** and must be received by **September 9, 2019** in order to conduct this course. You are considered registered for this course once this office receives your electronic registration. Letters acknowledging registration will not be sent. Meals, lodging, and travel arrangements/expenses are the responsibility of the student and will **NOT** be reimbursed by KYEM.

### **Registration:**

Registration application for the course can be completed using the following link: [www.kyem.ky.gov/training](http://www.kyem.ky.gov/training) and click on register. It is important that you register using proper name as you want it to appear on your certificate. Students will be notified if the course is cancelled. For this reason, it is imperative that you provide accurate email/contact information.

### **For more information, contact:**

Misty Callahan, KYEM Area 7 & 8 Administrative Specialist III  
Phone 502.607.3325 Fax 502.607.3351

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