



Homeland Security Exercise and Evaluation Program (HSEEP) Training Course and Train-the-Trainer Course

HSEEP Training Course and Train-the-Trainer

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 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 (e.g., the HSEEP Toolkit) 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.

The course has been developed by the U.S. Department of Homeland Security (DHS) using input from Federal partners, subject matter experts (SMEs), 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 and interaction. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises.

Note: 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 well as evaluation and improvement planning.



Upcoming HSEEP Courses

FEMA Region II will host the HSEEP Training course with the accompanying Train-the-Trainer (TtT) for Federal/State/Local and Tribal Employees. This class is limited to 25 students. Register early!

Participants who expect to teach the course materials in the future should enroll in this course and attend all 3.5 days of the training.

When:

HSEEP Training Course: November 17 - 19, 2009

HSEEP Training Course with Train-the-Trainer: November 17 - 20, 2009

Where:

New Jersey Police State Headquarters – Regional Operations
Intelligence Center
Bunk Training Room
River Road
West Trenton, NJ 08628

Please check-in at the registration table no later than 7:45 a.m.

What time:

Registration begins at 7:15 a.m. daily. Training days will begin at 8:00 a.m. each day and will typically end around 4:30 p.m. The Train-the-Trainer course will run from 8:00 a.m. to approximately 12:00 p.m. November 20th. Short breaks will be provided throughout the day. Lunch will be on your own. Doors open at 7:00 a.m.

Who Can Attend the HSEEP Course?

Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning are encouraged to attend. Those who expect to teach the course to others within your agency should take the combined course (TtT).

THE PRIMARY AUDIENCE FOR THE COURSE IS LOCAL, STATE, FEDERAL AND TRIBAL EMERGENCY MANAGERS, FIRST RESPONDERS, PUBLIC SAFETY AGENCY TRAINING AND EXERCISE PLANNERS FROM ALL EMERGENCY MANAGEMENT DISCIPLINES.



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HSEEP Training Course Modules and Objectives

This HSEEP Training Course is organized into seven modules. All seven modules will be delivered during the course. The TtT includes an additional half-day Train-the-Trainer session.

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 successfully develop and manage a self-sustaining HSEEP.

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.

Train-the-Trainer

Participants will review adult learning principles, perform teach backs, and learn strategies for delivering the HSEEP Training Course to others within their agencies.

HSEEP Training Course Schedule

Day 1	Day 2	Day 3	Day 4
Module 1 Introduction	Module 4 Design and Development	Module 6 Evaluation	Train-the-Trainer
Module 2 Exercise Program Management			
Module 3 Foundation	Module 5 Conduct	Module 7 Improvement Planning	

Participant Preparation

Participants will need a basic knowledge of exercise design and HSEEP terminology. Therefore, participants are **required** to complete the Independent Study (IS)-120.A, *An Introduction to Exercises* before attending the HSEEP Training Course. It should take approximately 3-5 hours to complete.

- Location: <http://training.fema.gov/EMIWeb/IS/IS120A.asp>
- Choose the "Interactive Web-based Course" followed by "Take Final Exam"
- **Proof of completion is required. Please bring your completion certificate with you to the HSEEP course.**

Additionally, the training course will briefly cover other DHS initiatives. As such, it is **recommended** 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*

Application Procedures

1. Apply on-line at <http://www.hsceptraining.com> beginning Monday, September 28th 2009.
Username: njhseep
Password: reg2nj
2. You will receive an email advising you of the status of your application within 5 business days.

For more information on the training, please contact:

FTU@gw.njsp.org
(609)963-6962

Course tuition is FREE to those accepted. Travel costs and per diem are the responsibility of the student's agency. Class seats are first come, first serve.

REGISTRATION DEADLINE FRIDAY, NOVEMBER 6th AT 12 NOON Eastern.



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