



Homeland Security Exercise and Evaluation Program (HSEEP) Training Course

Ohio Emergency Management Agency HSEEP Training Course Invitation

What is the HSEEP Training Course?

The Homeland Security Exercise and Evaluation Program (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, group discussions, and introductions to HSEEP and capabilities-based planning (e.g., TCL and UTL). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. 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, State, and local representatives. Specifically, a State and Local Working Group comprised of 19 individuals from 14 States, including 1 from Ohio, has been integral to the development of this course.

HSEEP

HSEEP is a threat- and performance-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. The HSEEP Volumes are:

Volume I: HSEEP Overview and Exercise Program Management

Volume II: Exercise Planning and Conduct

Volume III: Exercise Evaluation and Improvement Planning

Volume IV Library: Sample Exercise Documents

When:

From September 13-15, 2010, the Ohio Emergency Management Agency (OEMA), in partnership with the Owens State Community College Center for Emergency Preparedness, will be offering the HSEEP Training Course.

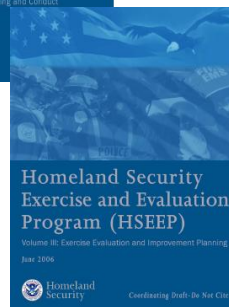
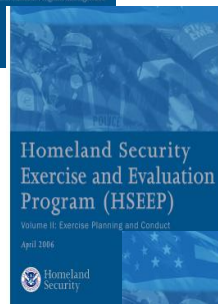
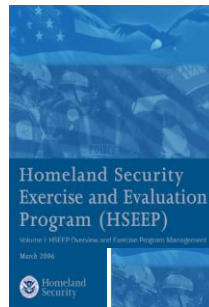
Where:

Owens State Community College
Center for Emergency Preparedness
30150 Tracy Road
Walbridge, Ohio

NOTE: LODGING WILL NOT BE PROVIDED.

What time:

Training days will begin at 8:00 a.m. each day and will typically end around 5:00 p.m. There will be a 1-hour lunch break, as well as short breaks throughout the day. Doors open at 7:30 a.m.





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HSEEP Training Course Modules and Objectives

The HSEEP Training Course is organized into seven modules, which are further broken down into a series of lessons. All seven modules will be delivered during the course.

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 IPs to increase preparedness.

Who Can Attend the HSEEP Training Course?

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 intended audiences for this course are:

- Exercise points of contact
- Exercise planning team leaders/members
- Controllers/facilitators
- Evaluators
- Senior officials

Participant Preparation

Because the HSEEP Training Course is an intermediate-level course, participants should come to the course with a basic-level knowledge of exercise design and HSEEP terminology. Therefore, participants are required to complete the **Revised** Independent Study (IS)-120.A, *An Introduction to Exercises* before attending the HSEEP Training Course and must bring their certificate to the first day of the course. The IS-120.A Course should take approximately 2 hours to complete.

- Location: <http://training.fema.gov/EMIWeb/IS/IS120A.asp>

Additionally, the training course will briefly cover other DHS initiatives. As such, participants are recommended to complete the following IS courses:

- IS-139, *Exercise Design*
- IS-700, *NIMS, An Introduction*
- IS-800, *NRF, An Introduction*


Registration

- To register for the HSEEP Training Course, students are encouraged to enroll via the OEMA Training website: <http://ema.state.oh.us/training> If you do not have access to the Internet you may mail or fax the enrollment application to:

- Lisa Jones
Training Officer
Ohio Emergency Management Agency (OEMA)
2855 West Dublin Granville Road
Columbus, OH 43235
Fax (614) 799-3831

- For more information contact, Michael Cornell, Director, Owens State Community College Center for Emergency Preparedness at (567) 661-2689 or Darren Price, OEMA Exercise Program Manager, at (614) 799-3660.

HSEEP Training Course Schedule

Sept 13	Sept 14	Sept 15	
Module 1 Introduction	Module 4 Design and Development	Module 6 Evaluation	
Module 2 Exercise Program Management			
Module 3 Foundation	Module 5 Conduct	Module 7 Improvement Planning	