



Training Information Bulletin

TRAINING COURSE AVAILABLE UPON REQUEST

Length: 3 Days

Cost:

There is no fee for the course. SOEM provides course materials and instructors. Food, lodging & transportation costs are the responsibility of participants.

Completion:

Participants who actively participate and attend all hours of the program will receive a Certificate of Completion for the course.

How to Request this Course:

Request this course through your County Emergency Manager. County Emergency Managers, please submit a course request form through your SOEM Regional Office

Contact Us:

New York State Office of
Emergency Management
Training & Exercises Section
(518) 292-2351
OEMTraining@dhses.ny.gov
<http://www.dhses.ny.gov/oem/training/>

(G-146) HOMELAND SECURITY EXERCISE & EVALUATION PROGRAM (HSEEP)

Description

The Homeland Security Exercise and Evaluation Program (HSEEP) Training Course incorporates exercise guidance and best practices from the HSEEP Volumes I-IV and HSEEP Toolkit. The course is comprised of several modules in which students will learn about exercise program management, formulation of an exercise planning team, the structure and process for exercise planning conferences, and exercise design, development, conduct, and evaluation/improvement planning.

Topics & Issues to be Covered

- Exercise Program Management - fundamentals and providing the foundations to manage a self-sustaining HSEEP.
- Foundations - building an HSEEP exercise, including organizing the Exercise Planning Team, scheduling planning conferences, and outlining a project management timeline.
- Design and Development - conceptual and logistical differences between the design and development discussion based and operations-based HSEEP exercises.
- Conduct - successfully executing discussion and operations-based HSEEP exercises.
- Evaluation discussion - Evaluation of operations-based HSEEP exercises to identify areas for improvement.
- Improvement Planning – How to develop and implement Improvement Plans to increase preparedness

Prerequisites

IS-120.A: An Introduction to Exercises
(<http://training.fema.gov/EMIWeb/IS/is120.asp>)

Suggested

IS/G-139: Exercise Design
IS-700: NIMS – An Introduction
IS-800.B: NRF – An Introduction

Who Should Attend

This course is recommended for individuals with responsibilities in State/local exercise programs; emergency program managers, exercise training officers, and emergency services officials, exercise planners, representatives from volunteer agencies, and representatives from private sector organizations that are involved with exercises.