

NEW YORK STATE OFFICE OF EMERGENCY MANAGEMENT

PREPAREDNESS - TRAINING & EXERCISE SECTION



TRAINING ANNOUNCEMENT

HSEEP COURSE (G-146)

NO. OF OPENINGS: 34

CORTLAND COUNTY

ANNOUNCED: JANUARY 6TH

MARCH 13-15, 2012

3 DAYS

HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM

Description:

The New York State Disaster Preparedness Commission Exercise Coordination Committee is sponsoring the Homeland Security Exercise and Evaluation Program (HSEEP) Training Course, which is an **intermediate-level** training course incorporating exercise guidance and best practices from the HSEEP Volumes and HSEEP Toolkit.

Prerequisites:

Because the HSEEP Training Course is an intermediate-level course, participants must have a basic understanding of exercise design and HSEEP terminology. Therefore, participants are required to complete Independent Study (IS)-120.A, *An Introduction to Exercises*. The IS-120.A course should take approximately 4-6 hours to complete. This course can be found at <http://training.fema.gov/EMIWeb/IS/is120a.asp>. 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.A, *NIMS, An Introduction*, IS-800.B, *NRF, An Introduction*, to enhance the learning experience.

Cost:

There is no fee for the course. Food, lodging & transportation costs are the responsibility of the participant.

Who Should Attend?

Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning.

Contact:

New York State Office of Emergency Management
Training & Exercises Section
(518) 292-2351 or OEMtraining@dhses.ny.gov

Location:

Cortland Fire Department Station 1
999 NYS Route 13 (Tompkins St.)
Cortland, NY 13045

Time: 8:30 a.m. – 4:30 p.m.

Course Curriculum Structure and Topics:

Module 1: Introduction - purpose, background and scope of the HSEEP Training Course.

Module 2: Exercise Program Management - fundamentals and providing the foundations to manage a self-sustaining HSEEP.

Module 3: Foundations - building an HSEEP exercise, including organizing the Exercise Planning Team, scheduling planning conferences, and outlining a project management timeline.

Module 4: Design and Development - conceptual and logistical differences between the design and development discussion based and operations-based HSEEP exercises.

Module 5: Conduct - successfully executing discussion and operations-based HSEEP exercises.

Module 6: Evaluation discussion - Evaluation of operations-based HSEEP exercises to identify areas for improvement.

Module 7: Improvement Planning – How to develop and implement Improvement Plans to increase preparedness.

Registration: Complete the registration form at: (click link)

<https://www.surveymonkey.com/s/Q8TV868>

To ensure the most appropriate target audience for this course, SEMO and the hosting jurisdiction will review all registrations prior to granting final acceptance into the course.

Registration Deadline:

5:00P.M. FEBRUARY 22ND, 2012

Completion:

Participants who achieve a passing score on the exam will receive a Certificate of Completion for the course.

TRAINING NOTICE