



## E/K0131: Exercise Evaluation and Improvement Planning

### FY 2023 E - Course Dates (in-person):

Dates	Location	Travel Dates
August 14–17, 2023	EMI	August 13 and 18, 2023

### FY 2023 K - Course Dates (virtual):

Dates	Location	Time
May 8–11, 2023	Virtual – Adobe Connect	8 a.m.–5 p.m. (ET)
September 5–8, 2023	Virtual – Adobe Connect	8 a.m.–5 p.m. (ET)

### Course Length:

This course is 4 days in length, 8 hours each day.

### Location:

- **E0131** is held at the Emergency Management Institute (EMI), National Emergency Training Center (NETC) in Emmitsburg, Maryland.
- **K0131** is conducted virtually, and you will be provided the log-in link prior to the class date.

### Course Description:

This course will expand on the concepts of exercise evaluation and improvement planning that were introduced in the Homeland Security Exercise and Evaluation Program (HSEEP) course. Students will learn how to establish an exercise evaluation program, gather evaluation data effectively during exercises, and implement and track improvements as part of a Continuous Improvement Program within their organization.

### Target Audience:

Ideal candidates will have 1–3 years' experience designing and conducting emergency management exercises consistent with the HSEEP Doctrine.

### Prerequisites:

- [E/L/K0146: Homeland Security Exercise and Evaluation Program \(HSEEP\)](https://training.fema.gov/programs/nsec/hseep) (<https://training.fema.gov/programs/nsec/hseep>)
- [IS-120.C: An Introduction to Exercises](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)
- [IS-130.A: How to be an Exercise Evaluator](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)

### How to Apply:

Apply for this course at [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions) ([https://training.fema.gov/netc\\_online\\_admissions](https://training.fema.gov/netc_online_admissions)).

Applications must include completion certificates of IS-120: *An Introduction to Exercises*; IS-0130a: *How to be an Exercise Evaluator*; and E/K/L0146: *HSEEP*, as attachments. Applications should be routed to your State Training Officer (STO) for approval. Federal applicants, please route to your FEMA Regional Training Manager. Upon acceptance into the course, NETC Admissions will email the student.

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**Travel and Housing Information:**

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Scan the QR Code below, or click the link for a [PDF copy of the NETC Welcome Package](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf) online.



([http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf))

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a shuttle seat.

Details for the above are in the Welcome Package.

**Notice to Applicants for EMI Courses:**

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

**How do I obtain my FEMA SID number?**

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

**Request for Accommodation:**

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill. Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions by email at [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov).

**EMI Training Point of Contact:**

DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) [FEMA-EMI-IEMB@fema.dhs.gov](mailto:FEMA-EMI-IEMB@fema.dhs.gov), Mark Mouré, [mark.moure@fema.dhs.gov](mailto:mark.moure@fema.dhs.gov)

# TRAINING OPPORTUNITY