EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727

FEMA

Course: *K0146 – Homeland Security Exercise Evaluation Program (HSEEP): Basic Course*

Fiscal Year (FY) 2014 Course Dates:

- December 3-6, and December 10-13, 2013
- January 7-10, and January 14-17, 2014
- February 5-8, and February 12-15, 2014
- March 4-7, and March 11-14, 2014
- April 1-4, and April 8-11, 2014
- May 6-9, and May 13-16, 2014
- June 3-6, and June 10-13, 2014
- July 8-11, and July 15-18, 2014
- August 5-8, and August 12-15, 2014
- September 9-12, and September 16-19, 2014

Course Length:
Courses are conducted in eight, two hour blocks, (16 total hours), four days a week, for two consecutive weeks. They will be conducted from 1:00-3:00 p.m. EST.

Location:
Online, Adobe Connect Webinar course.

Program Description:
The K0146 HSEEP: Basic course provides a comprehensive overview of exercise design along with practical skill development. Using the same terminology and processes, this course will provide activities that will give participants an opportunity to interact with many of the templates and other materials that are provided by the National Exercise Division to ensure exercises are conducted in a consistent manner.

Course Objective:
Upon completion of this course, participants will gain a better understanding of what constitutes an effective exercise.

Course Design:
The online HSEEP course follows a webinar format that includes: classroom-like lecture, small-group activities, and a pre- and post-knowledge check to determine how well participants learned during this course. Small-group activities reinforce the concepts taught during lectures.

Prerequisite:

- IS 120.a - An Introduction to Exercises

Recommended Course:

- IS 130 - Exercise Evaluation and Improvement Planning

Attendance:
It is mandatory that the participant complete all 16 hours of this course to receive full credit. Anything less will result in the participant to re-register for another course and start from the beginning.

Target Audience:
Anyone who will be a member of an exercise design team or fulfill a role in one of the following areas of the exercise design process: design, development, conduct, evaluation or improvement process for an exercise.

No. 1003

October 29 , 2013

To Apply:

Complete FEMA Form 119-25-1, General Admissions Application, with a student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training office which will mail, scan, or fax it to:

NETC Admissions Office, Room I-216
National Emergency Training Center
16825 South Seton Avenue
Emmitsburg, MD 21727-8998
Phone: (301) 447-1035
Fax: (301) 447-1658
Email: netcadmissions@fema.dhs.gov

Scan the QR Code, or click the link to get information on how to apply for EMI courses:

http://training.fema.gov/Apply/

Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the student selection criteria listed below and indicate how you meet the requirements based upon your position and experience.

NETC Admissions will notify you of your acceptance into this course via email with an Acceptance Letter/Welcome Package. The Adobe Connect course manager will send a separate email prior to the course conduct, outlining how to register for this course within the Adobe Connect system.

Selection Criteria:

The program audience includes personnel from emergency management, emergency medical services, fire, law enforcement, government administrative, hazardous materials, health care, public health, public safety communications, public works, or any emergency management or response personnel who may have the opportunity to serve as part of an Exercise Development Team or a subsection of the same (i.e. evaluator, after action report writing team, etc.)

Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required**.

How do I obtain my FEMA SID number?

Step 1: To register, go to https://cdp.dhs.gov/femasid
Step 2: Click on the "Need a FEMA SID" button on the right side of the screen.
Step 3: Follow the instructions and provide the necessary information to create your account.
Step 4: You will receive an email with your SID number. You should save this number in a secure location.

What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

For continual updates on other EMI courses, please sign up for **our free e-mail subscription service** at: http://training.fema.gov/EMIWeb/IEMC/

EMI Point of Contact:

For additional information contact course manager, Paul F. Ganem at (301) 447-1172, or email Paul.Ganem@fema.dhs.gov