



Course: *K/L0146 – Homeland Security Exercise Evaluation Program (HSEEP): Basic Course* REVISED

The K/L0146 HSEEP is a basic-level course that provides a comprehensive overview of exercise design along with practical skill development in accordance with the HSEEP Doctrine. The course uses 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. Upon completion of this course, participants will gain a better understanding of what constitutes a HSEEP consistent exercise.

The K0146 HSEEP course follows a webinar format that includes: classroom-like lecture, small-group activities, and a pre- and post-knowledge check to determine participant's knowledge learned during this course. Small-group activities reinforce the concepts taught during lectures. K0146 courses are conducted online via Adobe Connect, in 4-hour blocks over 4 consecutive days; Monday through Thursday. Of note, all courses will be scheduled from 1:00-5:00 PM (EST).

L0146 HSEEP course is delivered in a traditional classroom environment, at a local jurisdiction, and incorporates all of the same elements as the webinar version. L0146 courses are 16 hours in duration and can be delivered over 2 or 3 days.

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

Topics to be covered include:

- Unit 1: Introduction and HSEEP Fundamentals
- Unit 2: HSEEP Program Management
- Unit 3: Exercise Design and Development
- Unit 4: Exercise Conduct
- Unit 5: Exercise Evaluation
- Unit 6: Exercise Improvement Planning

Participants are required to have completed IS-0120.a – *An Introduction to Exercises*. It is also recommended that participants take IS-0130 - *Exercise Evaluation and Improvement Planning*.

BULLETIN

Target Audience and Personnel

The target audience for this course is emergency management personnel, public safety personnel and personnel with primary exercise development roles and responsibilities and their supervisors; which includes those with planning, budget management, design, development, conduct, evaluation, and improvement planning of exercises. This includes the following roles at all levels of local, state, tribal or the Federal government:

- Senior and Elected Officials
- Exercise Program Managers
- Exercise Director
- Exercise Planning Team Members
- Exercise Controllers and Facilitators
- Exercise Evaluators

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. **The supervisor or sponsoring agency official will forward the application to the State Training Officer (STO). The STO is responsible for approving and submitting applications 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/>

The FEMA Form 119-25-1 must be received by NETC Admissions 6 weeks prior to the start of class.

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 Target Audience selection criteria and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf

BULLETIN

How do I obtain my FEMA SID number?

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Register for a FEMA SID" button on 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.

EMI Point of Contact:

For additional information contact the Course Manager, Steven Cardinal at (301) 447-1309 or

steven.cardinal@fema.dhs.gov.

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