



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

Course Dates:

December 11 - 12, 2019

Travel Dates:

December 10 and 13, 2019

Course Length:

This course is two days in length.

Location:

Maryland Emergency Management Agency
5401 Rue Saint Lo Drive
Reisterstown MD 21136

Course Description:

This is an intermediate-level course that provides a comprehensive overview of exercise design along with practical skill development in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine. This 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.

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 delivered in 2 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.

Course Goal:

At completion of this course, students will increase awareness of the Homeland Security

Exercise Evaluation Program Doctrine, clarify roles and responsibilities, and improve teamwork and coordination.

Prerequisites:

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*.

Continuing Education Units (CEU's):

EMI awards 1.6 CEUs for completion of this course.

Target Audience:

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

How to Register for the Course:

[MEMA LMS](https://memamaryland.csod.com/) (<https://memamaryland.csod.com/>)

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application form with student signature and signature of supervisor or

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sponsoring agency official. Submit the application through the State Emergency Management Training Office.

Scan the QR Code, or click the link to download the application:



<https://training.fema.gov/Apply/>

Out of State Students must obtain the approval and signature of their Sponsoring Organization and their State Training Officer.

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 above and indicate how you meet the requirements based upon your position and experience.

Lodging Information:

[Hotels near MEMA](#)

(<https://documentcloud.adobe.com/link/track?uri=urn%3Aaaid%3Aasc%3AUS%3Ab7f8ee31-a3e4-4871-bbf0-2ed1caa10a2a>)

Cost/Reimbursement Information:

EMI does not provide stipend reimbursement for off-campus course deliveries.

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?

Step 1: [Register](https://cdp.dhs.gov/femasid) (<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.

State of Maryland -Training Point of Contact:

Jerry Immler

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443-379-6328

EMI Point of Contact:

For content related questions contact the Course Manager, Steven Cardinal at (301) 447-1309 or steven.cardinal@fema.dhs.gov.

EMI Alternate Point of Contact:

For Basic Academy course questions contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at

jeffrey.januchowski@fema.dhs.gov or Richard Bashioum at (301) 447-1629 or by e-mail at richard.bashioum@fema.dhs.gov

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