



E0139: Exercise Design and Development

FY 2023 Course and Travel Dates:

Course Dates	Travel Dates
October 17–18, 2022	October 16 & 21, 2022
January 9–10, 2023	January 8 & 13, 2023
September 11–12, 2023	September 10 & 15, 2023

Course Length:

This course is 2 days in length (8 hours each day) and is the first course of a two-part series being delivered and being held in conjunction with the E0050, Exercise Control & Simulation course. If you apply for the in-person E0139, please also apply for E0050 (there is no virtual offering of 0050 at this time). Note: If you only choose to attend ONE vs. both courses in this series simultaneously, you will be responsible for your own transportation to and from EMI.

Location:

Emergency Management Institute (EMI) National Emergency Training Center (NETC) Emmitsburg, Maryland.

Course Description:

This course is designed to expand your knowledge of exercise design and development consistent with the Homeland Security Exercise and Evaluation Program (HSEEP) doctrine.

- Categorize the types of exercises defined by HSEEP and understand the differences and commonalities.
- Demonstrate the basic components of an exercise program and examine how those components support exercise development.
- Describe the audience and purpose of the key exercise design and development planning documents and develop those products in class as part of an Exercise Planning Team.

Target Audience:

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

Prerequisites:

- L/K0146: Homeland Security Exercise and Evaluation Program (HSEEP)
- IS-120.c: An Introduction to Exercises

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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)

Applications must include completion certificates of IS-120, *An Introduction to Exercises*, 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.

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 online](https://www.usfa.fema.gov/downloads/pdf/netc_welcome_package.pdf):



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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 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 send these requests to the course host, Mark Mouré, via email at mark.moure@fema.dhs.gov or call (301) 447-1248, along with a cc: copy to DHS/FEMA/EMI/Integrated Emergency Management Branch (IEMB) FEMA-EMI-IEMB@fema.dhs.gov.

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Point of Contact:

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

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