



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

**Course Dates:**

March 9-10, 2020

**Travel Dates:**

March 8 and 11, 2020

(for those not in the local commuting area)

**Course Length:**

This course is two days in length.

**Location:**

Essex County Sheriff's Office  
Office of Emergency Management  
560 Northfield Avenue  
West Orange, NJ 07052

**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.

The 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.

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-120.c – *An Introduction to Exercises*. It is also recommended that participants take IS-130.a – *How to be an Exercise Evaluator*.

**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

**Registration:**

Please visit the NJOEM Training Calendar at <http://ready.nj.gov/training/schedule.shtml> to

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register. **Course registration deadline to receive applications is February 24, 2020.**

**To Apply with EMI to receive credit after registering with the State:**

Scan the QR Code, or click the link to fill out the EMI online application:



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

Include the email of your State Training Officer, Tpr I Joseph Walsh, [lpp7266@gw.njsp.org](mailto:lpp7266@gw.njsp.org), as the Head of Organization for approval on the Online Application.

**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:**

Course is located in West Orange, NJ. There are options for lodging within 5-10 miles of the classroom.

**Cost/Reimbursement Information:**

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

**Training Points of Contact:**

- Lt. Ronald Roberts, email: [lpp5779@gw.njsp.org](mailto:lpp5779@gw.njsp.org)
- Sgt. Daniel Cuning, email: [lpp6840@gw.njsp.org](mailto:lpp6840@gw.njsp.org)
- Tpr. I Joseph Walsh, email: [lpp7266@gw.njsp.org](mailto:lpp7266@gw.njsp.org)

**EMI Point of Contact:**

For additional information contact the course manager, Jeff Januchowski at (301) 447-1356 or by email at [jeffrey.januchowski@fema.dhs.gov](mailto:jeffrey.januchowski@fema.dhs.gov) or Richard Bashioum at (301) 447-1629 or by e-mail at [richard.bashioum@fema.dhs.gov](mailto:richard.bashioum@fema.dhs.gov).

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