



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

### Course Dates:

November 30 – December 3, 2020 (Monday-Thursday), 8:30-12:30 Pacific Standard Time

### Course Length:

This course will be conducted in four-hour blocks, over four consecutive days.

### Location:

Online, Adobe Connect Webinar course.

### Course Description:

This is an intermediate-level course that provides a comprehensive overview of exercise design and practical skill development in accordance with Homeland Security Exercise and Evaluation Program (HSEEP) Doctrine. This course uses activities that provides participants the opportunity to interact with many of the templates and materials provided by the National Exercise Division to ensure exercises are conducted in a consistent manner.

It is mandatory that participants complete all 16 hours of this course to receive full credit. Anything less than 16 hours results in the participant needing to re-register for another course and start from the beginning.

### Course Goal:

Upon completion of this course, students have increased awareness of the Homeland Security Exercise Evaluation Program Doctrine, clarified roles and responsibilities, and improved teamwork and coordination in planning exercises.

### Prerequisites:

Participants are required complete IS-0120 (a or c) – *An Introduction to Exercises*. It is recommended that participants also complete IS-0130.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, along with their supervisors who may be responsible for budget management, design, development, conduct, evaluation, and improvement planning of exercises. The target audience also includes those in the following roles in local, state, tribal or the Federal governments:

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

**Applications / enrollment for this course will be considered in the order they are received.**

### **Registration periods are:**

- Anyone who lives or works in King County, WA: Application period begins **October 6, 2020.**
- Anyone who lives or works in the state of Washington: Application period begins **October 26, 2020.**
- If the course does not reach capacity, additional applications from any qualified candidate will be accepted beginning on **November 2, 2020.**

The deadline for ALL applications is 9:00 AM (PST) on **November 25, 2020.**

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**To Apply:**

To apply for this course use the [NETC online application](https://training.fema.gov/netc_online_admissions/) ([https://training.fema.gov/netc\\_online\\_admissions/](https://training.fema.gov/netc_online_admissions/)).

Note - You must attach the IS-0120 (a or c) – An Introduction to Exercises completion certificate to the NETC online application.

**Local Point of Contact:**

For questions regarding the Target Audience or the registration process, please contact King County's Training & Exercise Program Manager, Eric O'Brien, at 206-205-4072 or by email at [oemt@kingcounty.gov](mailto:oemt@kingcounty.gov)

**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.

Please note - 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.

**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: To [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.

**EMI Point of Contact:**

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