



Homeland Security Exercise and Evaluation Program Training Course

The Florida Division of Emergency Management and the South Florida Regional Planning Council, in partnership with the U.S. Department of Homeland Security presents

HSEEP Training Course

What is the HSEEP Training Course?

The **Homeland Security Exercise and Evaluation Program (HSEEP)** Training Course is a newly developed, intermediate-level training course that incorporates exercise guidance and best practices from the HSEEP Volumes I-V. Throughout the course, participants will learn about topics including exercise program management, design and development, conduct, evaluation, and improvement planning.

The HSEEP Training Course is an interactive course that allows participants to share personal lessons learned while gaining practical experience. In addition to the instructor led presentations, the course includes small group activities, videos, group discussions, and introductions to HSEEP-related initiatives such as technology (e.g., HSEEP Toolkit) and capabilities-based planning (e.g., TCL and UTL). This blended approach will give participants hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting exercise planning conferences and briefings, and practicing exercise evaluation.

The course has been developed by the U.S. Department of Homeland Security (DHS) using input from federal partners, subject matter experts, and state/local representatives.

Two Class Sessions are Available

When:

Wednesday and Thursday
March 26-27, 2008

When:

Thursday and Friday
June 26-27, 2008

Where:

SFRPC Offices
3440 Hollywood Blvd, Suite 140
Hollywood, FL 33021

Where:

FDLE Miami Office
1030 NW 111th Avenue
Miami, FL 33172

Costs:

No class fee
Lodging, food and travel to be covered by attendee

Time:

7:45 am to 5 p.m. – Continental Breakfast Provided

Modules and Objectives

The course is organized into seven modules, which are further broken down into a series of lessons. All seven modules will be delivered during the course.

Day 1

Module 1: Introduction

Participants will learn the purpose, background, and scope of the HSEEP Training Course.

Module 2: Exercise Program Management

Participants will learn exercise program management fundamentals to provide the foundation necessary to successfully develop and manage a self-sustaining HSEEP.

Module 3: Foundation

Participants will learn how to build a foundation for an HSEEP exercise, including organizing the Exercise Planning Team, scheduling planning conferences, and outlining a project management timeline.

Module 4: Design and Development

Participants will learn the conceptual and logistical differences between the design and development phases of discussion- and operations-based HSEEP exercises.



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Participant Preparation

Because the HSEEP Training Course is an intermediate-level course, participants should come with a basic understanding of exercise design and HSEEP terminology. Therefore, participants are required to complete Independent Study (IS)-120A, An Introduction to Exercises. IS-120A is an online course taking approximately 2 hours to complete. This course can be found at www.hseep.dhs.gov.

Additionally, the training course will briefly cover other DHS initiatives. As such, participants are recommended to complete the following IS courses:

- IS-139 - *Exercise Design*
- IS-700 - *NIMS, An Introduction*
- IS-800 - *NRP, An Introduction*

Day 2

Module 5: Conduct

Participants will learn how to successfully execute discussion and operations based HSEEP exercises.

Module 6: Evaluation

Participants will learn how to evaluate discussion and operations based HSEEP exercises to identify areas for improvement.

Module 7: Improvement Planning

Participants will learn how to develop and implement IPs to increase preparedness.

Who can attend?

Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning are encouraged to attend. The intended audience for this course includes:

- Exercise points of contact
- Exercise planning team leaders/members
- Exercise controllers/facilitators
- Exercise evaluators

Registration (Please Print)

SELECT ONE CLASS TO ATTEND - March 26-27, 2008(Hollywood)_____ June 26-27, 2008 (Miami)_____

NAME_____

TITLE_____ EMAIL _____

ORGANIZATION _____

ADDRESS _____

CITY_____ ZIP _____

PHONE_____ IS120A complete?_____ Please send copy of certificate

Send registration information and copy of certificate to Manny Cela at the South Florida Regional Planning Council (celam@sfrpc.com) or FAX to (954)985-4417, NLT Friday, March 14, 2008.

Seats are limited, early registration is strongly encouraged.