



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

Course Dates:

November 19-20, 2019

Travel Dates:

November 18, 2019 and November 21, 2019 (for those not in the local commuting area)

Course Length:

This course is two days in length.

Location:

State Preparedness Training Center
5900 Airport Road, Rm 109 & 110
Oriskany, NY 13424

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:

Emergency Managers who commit to all five courses of the Basic Academy will be given priority registration.

TRAINING OPPORTUNITY

The Statewide Learning Management System (SLMS) will be used for course registration <https://nyslearn.ny.gov/index.html> if you already have an account within SLMS please choose SLMS Login, if you are new to the system please choose First Time Logging.

Search Class Code in SLMS:
11-22-0006-01-04-46-19001

Please click on the link below for information on how to validate/obtain an account within the [New York State Learning Management System](http://www.dhSES.ny.gov/training/slms/SLMS_External) (http://www.dhSES.ny.gov/training/slms/SLMS_External) and the [User Registration](http://www.dhSES.ny.gov/training/slms/SLMS_ExternalUserRegistration.pdf) (http://www.dhSES.ny.gov/training/slms/SLMS_ExternalUserRegistration.pdf).

Registration Deadline: October 29, 2019

To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application form with student signature and signature of supervisor or sponsoring agency official. Submit the application through the State Emergency Management Training Office.

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



<http://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.

Cost/Reimbursement Information:

EMI does not provide stipend reimbursement for off-campus course deliveries. There is no fee for the course. Food & transportation costs are the responsibility of the participant. Limited Lodging is available for the nights of November 18-20, 2019 for public sector personnel. You are eligible for

lodging if your residence and official work station are more than 50 miles from the SPTC and you are public sector personnel from New York State. Lodging is not available for federal employees, private industry, or out-of-state participants. You must be enrolled in the course and have received lodging confirmation from the SPTC before arriving at the Center, or your lodging will not be covered.

You must attend all required course sessions to be eligible for funding. Failure to attend all sessions will result in the registrant being responsible for all expenses incurred.

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](#), go to:

<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 New York Training Point of Contact:

For additional information contact John Thomsen at (518) 292-2361 or by email at john.thomsen@dhSES.ny.gov.

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 Bashoum at (301) 447-1629 or by e-mail at richard.bashoum@fema.dhs.gov

TRAINING OPPORTUNITY