State of Maine
Department of Defense, Veterans and Emergency Management
Maine Emergency Management Agency

Emergency Management Training Announcement

Homeland Security Exercise and Evaluation Program (HSEEP) Training Course
March 8 & 9, 2010

What is the HSEEP Training Course?

The HSEEP Training Course incorporates exercise guidance and best practices from the HSEEP Volumes. 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 and best practices while gaining practical experience. In addition to the instructor-led course presentations, the course includes small group activities, videos, and group discussions. The course also provides overviews of HSEEP-related initiatives such as technology (e.g., the HSEEP Toolkit) and capabilities-based planning (e.g., Target Capabilities List [TCL]). This blended approach will give participants hands-on experience that readily translates to real-world exercise skills. 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 (SMEs), and State and local representatives. HSEEP is a capabilities-based exercise program that includes a cycle, mix, and range of exercise activities of varying degrees of complexity and interaction. The purpose of HSEEP is to build self-sustaining exercise programs and provide a standardized methodology for designing, developing, conducting, and evaluating all exercises.

Note: This training course is an expansion of the Volume II Exercise Evaluation and Improvement Training Course and includes more details on exercise program management, planning, and conduct, as well as evaluation and improvement planning.

Target Audience: Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning are encouraged to attend.

Participant Preparation: Participants will need a basic knowledge of exercise design and HSEEP terminology. Therefore, participants are **required** to complete the **Independent Study (IS)-120.A**, *An Introduction to Exercises* before attending the HSEEP Training Course. It should take approximately 3-5 hours to complete.

• Location:
http://training.fema.gov/EMIWeb/IS/IS120A.asp
• Choose the "Interactive Web-based Course" followed by "Take Final Exam"
• **Proof of completion is required. Please bring your completion certificate with you to the HSEEP course.**

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

- IS-130, *Exercise Evaluation and Improvement Planning*
- IS-139, *Exercise Design*
- IS-700, *NIMS, An Introduction*
- IS-800.B, *National Response Framework, An Introduction*

Course Location: The course will be held at **Saint Joseph's College** in the **Harold Alfond Center**. It is located at **278 Whites Bridges Road, Standish, ME**. Classes will run from 8:00 a.m to 5:00 p.m. daily. Lunch will be provided.

To register, please fill out a 75-5 form (http://www.usfa.dhs.gov/downloads/pdf/75-5.pdf) and fax or e-mail it to: Jeremy Damren, State Exercise Coordinator
207-287-3178 (fax)
jeremy.damren@maine.gov
207-624-4410(telephone)

READINESS THROUGH EDUCATION

Maine Emergency Management Agency
72 State House Station
Augusta, Maine 04333-0072
(207) 624-4400