



Homeland Security Exercise and Evaluation Program (HSEEP) Training Course

ORISE OFFERS THE CA HSEEP TRAINING COURSE

The California Homeland Security Exercise and Evaluation Program (CA HSEEP) Training Course is a DHS/FEMA certified intermediate-level training course (CA-002-COMM) that incorporates the use of the HSEEP Toolkit while instructing the DHS HSEEP methodology. Throughout the course, participants will learn about topics including exercise conduct, program management, design & development, evaluation, and improvement planning. The course will instruct participants in the Toolkit, using the live web-based Toolkit site, with an emphasis on creating a discussion-based tabletop exercise (TTX). The Toolkit is an interactive on-line collection of systems and tools for exercise scheduling, design, development, conduct, and improvement planning.

The CA HSEEP Training Course is an intermediate level interactive course that allows participants to share personal lessons learned and best practices from their exercises while gaining practical experience. While emphasizing capabilities-based planning (e.g., Target Capabilities List [TCL] and Universal Task List [UTL]), the course includes instructor-led presentations, group and individual activities, group discussions, video presentations, and the HSEEP Toolkit. 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 was developed by the California Emergency Management Agency (Cal EMA) and ORISE using the DHS HSEEP course as the model while receiving input from Federal partners, subject-matter experts, as well as State and local representatives. **A link to the ORISE web page describing the course including the registration link can be found at <http://orise.orau.gov/nsem/hseep.htm>**

When: Monday, October 25 through Thursday, October 28, 2010. **Seating is limited to 30 participants, so please register early.**

Where: Oak Ridge Institute for Science and Education, Oak Ridge, TN 37831

Time: Training days will begin promptly at 8:00 a.m. each day and will typically end around 5:00 p.m. Doors open at 7:30 a.m.

Course Prerequisites:

Since this course is an intermediate level course, the following requirements **MUST** be met for admission to the course:

1. **COMPUTER PROFICIENCY INCLUDING UPLOADING AND DOWNLOADING DOCUMENTS**

2. **CURRENT ABILITY TO LOG ON TO THE HSEEP TOOLKIT IS REQUIRED**

Each Participant will be working in the Toolkit daily throughout the course. Gaining access is a simple process but you need to allow a few days prior to the class to obtain your password if you cannot currently log on. If you think you have access, please check to ensure prior to class date. Log on process is as follows.

- Send an e-mail to support@hseep.net with your name, agency and state why you need access to the Toolkit.
- Once you have access to the Toolkit, e-mail the course administrator portia.drost@orise.orau.gov and we will verify you are confirmed for the course.

3. **FEMA IS-120.A, AN INTRODUCTION TO EXERCISES (Independent Study Course)**

Participants need a basic knowledge of exercise design and HSEEP terminology. Therefore, Participants are **required** to complete the IS-120.A, An Introduction to Exercises course before attending the HSEEP Training Course. The IS course takes approximately 3 to 5 hours to complete. To complete this requirement, follow these steps:

- Access to the IS-120.A (an on-line course) can be found on the HSEEP home page (<https://hseep.dhs.gov>).
- After completing the modules, select "Take Final Exam".
- Obtain proof of completion of the course. Additionally, the HSEEP Training Course will briefly cover other DHS initiatives. As such, it is **recommended** that 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