



Homeland Security Exercise and Evaluation Program Mobile Course Train the Trainer

Connecticut Department of Emergency Management and Homeland Security

In partnership with

The U.S. Department of Homeland Security presents

HSEEP Mobile Course Train the Trainer Invitation

What is the HSEEP Trainer 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) with significant input from federal partners, subject matter experts, and state/local representatives.

When:

Tuesday, March 27 through Friday, March 30, 2007

Tuesday through Thursday: 8 a.m. to 5 pm.

Friday: 8 a.m. to 12 p.m.

Where:

DEMHS Training Room

269 Maxim Road

Hartford, CT 06114

860-706-5516

Costs:

No course, program, or materials fees

Morning & afternoon break provided

Lunch provided (Tues. – Thurs.)

ALL lodging and travel to be covered by attendee

LODGING NOTE: Area Hotels:

Hartford Marriot Downtown (860)249-8000,

Hartford Marriot Rocky Hill (860)257-6000 or simply 1-800- Marriot.

Sheraton in East Hartford, the phone number is 1-800-325-3535

HSEEP is a threat- and performance-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. The HSEEP Volumes are:

Volume I: HSEEP Overview and Exercise Program Management

Volume II: Exercise Planning and Conduct

Volume III: Exercise Evaluation and Improvement

Volume IV: Sample Exercise Documents and Formats

Volume V: Prevention Exercises

These volumes and additional information regarding HSEEP can be referenced at

www.hseep.dhs.gov



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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.

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.

Module 5: Conduct

Participants will learn how to successfully execute discussion-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.

Module 8: Train-the-Trainer

Participants will learn how to appropriately teach the HSEEP Mobile Training Course.

Module 9: HSEEP Toolkit

Participants will receive an overview of the different components of the HSEEP Toolkit. The tools that will be covered include: National Exercise Schedule System (NEXS); Design and Development System (DDS); HSEEP Volume IV Library; and the Corrective Action Program System (CAP).

Who should attend?

Individuals involved in exercise programs and/or exercise design, development, conduct, control, evaluation, and improvement planning. The train the trainer course was designed to prepare individuals to teach the Mobile HSEEP Training Course. The SEETAP is developing a cadre of trained exercise professionals with the intent of building state exercise assistance teams. Course graduates will be part of this exercise delivery team.

The target audience is state agency staff who intend to teach the Mobile HSEEP course.

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](#). The IS-120A course should take 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*

REGISTRATION

To register for the HSEEP Training Course, please complete the registration form on the attached letter and fax to:

**Bob Christ
860-706-5539 by March 19, 2007**

**For more information, please contact:
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Department of Emergency Management and
Homeland Security
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860-706-5516**