

**L0146 Homeland Security Exercise and Evaluation Program (HSEEP)**

**Location:** New Jersey National Guard Training Center, Building 42  
100 Camp Drive  
Sea Girt, NJ 08750

**Dates:** Thursday, November 14, 2019 (Day 1)  
Friday, November 15, 2019 (Day 2)

**Time:** 8:30 a.m. - 4:30 p.m.



**Course Length:** Two days, 16 hours. A student must attend both classes to receive credit for the L0146 course.

**L0146 Course Overview:**

This 2-day course is designed to introduce participants to the fundamentals of exercise design. Emergency managers, emergency services personnel, and individuals who are part of the emergency preparedness communities at all levels of government, private sector, or volunteer organizations need to be able to use the fundamentals of exercise simulation and design as an integrated system of resources and capabilities.

This course is designed to develop exercising skills in the following areas:

- Components of the Homeland Security Exercise and Evaluation Program (HSEEP)
- Exercise process application
- Comprehensive exercise program (exercise program management) application
- Exercise design steps application
- Major accomplishments in designing and implementing an exercise
- Purpose and application of various exercise documents
- Tabletop, functional, and full-scale exercises
- Exercise design applications for tabletop, functional, and full-scale exercises

**Prerequisites:**

If a participant is taking this course as part of the Academy, then he or she should take E/L0101, Foundations of Emergency Management, first (but not required).

**National Emergency Management Basic Academy Description:**

The National Emergency Management Basic Academy is a gateway for individuals pursuing a career in emergency management. Similar to basic academies operated by the fire service and law enforcement communities, the National Emergency Management Basic Academy will provide a foundational education in emergency management.

The goal of the Basic Academy is to support the early careers of emergency managers through a training experience combining knowledge of all fundamental systems, concepts, and practices of cutting-edge emergency management.

The Basic Academy consists of the following classroom courses:

E/L0101, *Foundations of Emergency Management* (80 hours) 10 days

E/L0102, *Science of Disaster* (24 hours) 3 days

E/L0103, *Planning: Emergency Operations* (16 hours) 2 days

E/L0146, *Homeland Security Exercise and Evaluation Program (HSEEP)* (16 hours) 2 days

E/L0105, *Public Information and Warning* (16 hours) 2 days

**Total Course Hours: 152 hours**

**Target Audience:**

The National Emergency Management Basic Academy is designed for newly appointed emergency managers with less than three years of experience, including members of State, local, tribal, and territorial homeland security or emergency services programs; Nongovernmental organizations, voluntary agencies, or professional organizations; Private sector emergency management offices; College or university emergency management staff; and FEMA, federal partners, military and emergency managers at other departments or agencies.

**Selection Criteria:**

Applicants will be selected based on properly completed applications, completed prerequisites, and whole community representation. **Class size is limited to 24 students.**

For tips on how to complete the FEMA General Admissions Application, please visit: <https://training.fema.gov/apply/emiapptips.pdf?v=2016-02-12>.

**Lodging Information:**

Lodging is available on campus for students attending training for a fee. To book a room, please call Lodging at [\(732\) 820-6250](tel:7328206250) between the hours of 10:30 AM and 3:00 PM from Monday to Friday. Alternatively, you may send an email with your name, phone and dates you are requesting to stay, to [Lodging.Requests@dmava.nj.gov](mailto:Lodging.Requests@dmava.nj.gov).

The only form of payment accepted are credit cards. Credit card information will not be taken in advance, and you may cancel you reservation up to the day of your reservation.

**Registration Information:**

Registration is required to attend this course. Please use the [FEMA Training Application](#). Fill out the application completely and correctly with student signature and signature of supervisor or sponsoring agency official. Then, scan your application along with prerequisites, and send to [ftu@gw.njsp.org](mailto:ftu@gw.njsp.org). Missing and/or incomplete information will not be accepted and will disqualify your application from the selection process. You will receive a class confirmation via email prior to the class start date. If you are a local jurisdiction, allow time to process your application through your proper channels to your respective State Training Officer (STO).

**Applications must be received by Friday, August 23, 2019.**

**For questions or concerns, please contact the NJOEM Training & Exercise Unit;**

State Training Officer William Kelleher, 609-963-6900 x6991, email: [lppkellw@gw.njsp.org](mailto:lppkellw@gw.njsp.org)

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