

HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) CLASSROOM COURSE DELIVERY POLICY – JUNE 26, 2014

PURPOSE

The purpose of this policy is to provide guidance to local jurisdictions and state agencies that desire to deliver the HSEEP curriculum in a classroom environment. The State Exercise Officer will administer course guidance and instructor qualification criteria in coordination with the course manager and the State Training Officer. This policy identifies the criteria to be met in order to instruct HSEEP training in Washington State. It also identifies the student application process that will be used for students attending the L146 HSEEP course. The L146 HSEEP course will be delivered by State recognized HSEEP instructors, in accordance with the L146 HSEEP Course Plan of Instruction (POI) and HSEEP Instructor Manual. Per the course documents, the L146 delivery is approximately 16 hours of instruction.

INSTRUCTOR QUALIFICATIONS

All instructors for in-state delivery of the HSEEP Training Course should be approved by the State Exercise Officer. There will not be a Train-the-Trainer course offered for HSEEP. Due to the update of HSEEP doctrine and the length of time since the HSEEP Train-the-Trainer course was last offered, there will be no requirement for completion of an HSEEP Train-the-Trainer course in order to instruct the HSEEP course, nor will completion of the past HSEEP Train-the-Trainer course be a sole qualification to be an instructor.

The L146 HSEEP course should be delivered by at least two instructors, one of whom is identified as the Lead instructor and one whom is identified as the Unit instructor.

Approval to instruct the HSEEP course will be contingent on qualified instructors meeting the criteria listed below and in the Baseline Instructor Qualifications Checklist (Appendix A). The checklist in Appendix A will be submitted to the State Exercise Officer to request approval as a Lead instructor.

1. Field Experience.
 - a. **Lead Instructors:** Minimum of three years of field experience in designing, developing, conducting, and evaluating Homeland Security / Emergency Management exercises or as a Regional/State Training Officer or Regional/State Exercise Officer.
 - b. **Unit Instructors:** Minimum of two years of field experience in designing, developing, conducting, and evaluating Homeland Security/Emergency Management exercises or as a Training Officer or Exercise Officer
2. Training. All Lead and Unit instructors must have successfully completed and provided certificates for current or succeeding versions of the following courses:
 - a. L/K-146, Homeland Security Exercise and Evaluation Course;
 - b. IS-100, Introduction to Incident Command System, ICS 100;
 - c. IS-120, An Introduction to Exercises;

- d. IS-130, Exercise Evaluation and Improvement Planning;
 - e. IS-200, ICS for Single Resources and Initial Action Incidents;
 - f. IS-700, National Incident Management System, An Introduction;
 - g. IS-800, National Response Framework, An Introduction.
3. Formal Adult Education. All Lead instructors must provide documentation that supports they have successfully completed formal adult education training with one or more of the following:
- a. A Bachelor's Degree in Adult Education / Instructional Design (or minimally 24 credit hours towards the same);
 - b. Emergency Management Institute (EMI) Master Exercise Practitioner Program;
 - c. Emergency Management Institute (EMI) Master Trainer Program "Intermediate Instructor" certificate;
 - d. National Fire Academy (NFA) Instructional Methodology course;
 - e. National Wildfire Coordinating Group's (NWCG) Facilitative Instructor (M-410) course;
 - f. Center for Domestic Preparedness (CDP) Instructor Training Certification Course;
 - g. Equivalents: Instructional Skills Course deemed appropriate by the State Training Officer (i.e. Total Army Instructor Training Course (TAITC); Small Group Instructor Training Course (SGITC); NFPA 1041 Instructor I certificate; NFPA 1041 Fire Instructor I.)
4. Experience and Knowledge. Instructors must possess the following experience and knowledge:
- a. All Lead instructors must have experience in the development of After Action Reports/Improvement Plans consistent with HSEEP.
 - b. All Lead instructors must have recent (within five years) experience in conducting exercise planning and after action meetings consistent with HSEEP (Concept and Objectives Meetings, Midterm Planning Meetings, Master Scenario Events List Meetings, Final Planning Meetings, and After Action Meetings).
 - c. All Lead instructors must have experience with the administrative demands of managing a course (attendance, logistics, course evaluation, etc.).
 - d. All Lead instructors must have recent (within the last five years) instructional experience with a target audience comprised of federal, state, tribal and/or local emergency management personnel.
 - e. All Lead and Unit instructors must have knowledge and experience with computers for classroom instruction. Experience should include the use of Microsoft Office Suite products, including PowerPoint and MS Word. This will include using projectors, internet connectivity and other media tools.

HSEEP INSTRUCTOR LISTING

The Emergency Management Division's Training Program will maintain a database of qualified HSEEP course instructors. Jurisdictions or agencies wishing to deliver an HSEEP course can request a list of qualified state instructors by emailing a request to EMD.Training@mil.wa.gov.

COURSES MATERIALS

Course materials will be provided to qualified/authorized instructors electronically upon request. Request should be made to the State Exercise Officer. The jurisdiction conducting the L146 HSEEP course is solely responsible for producing their own materials and all associated costs.

COURSE PROCEDURES

Local agencies seeking to conduct an L146 HSEEP Course for their local jurisdictions must schedule through their State Exercise Officer. The procedures prior to, during, and upon completion of the course are listed below.

PRIOR TO THE COURSE

1. Identify a person to serve as the Point of Contact (POC)
2. The Course POC will advise and complete the "*Request to Conduct HSEEP Training Course*" form (Appendix B) and send to the State Exercise Officer at EMD.Training@mil.wa.gov (students will not receive credit for a course that has not been registered through the State Training Program).
3. The State Exercise Program will review and authorize the delivery date, notify the Emergency Management Institute (EMI) at least six weeks prior to delivery in order to facilitate delivery of evaluation forms.
4. The Course POC will ensure all logistical arrangements are made for the course offering (adequate classroom space, breakout areas, audio-visual equipment, student materials, handouts, instructor materials, etc.)
5. The Course POC will ensure students have completed the prerequisite FEMA Independent Study (IS)-120.A, *An introduction to Exercises* before attending.
6. Course POC should recommend students complete the IS-130 Exercise Evaluation & Improvement Planning
7. The Course POC will ensure that all students accurately and completely fill out the FEMA Course Admission Form (FEMA Form 119-25-1) and send with copies of prerequisite course completions to the State Exercise Officer. The FEMA Form 119-25-1 must include their Student Identification Number (SID). If they do not have a SID, their number can be obtained or found using the process described on page 4. The FEMA Form 119-25-1 must be signed by the applicant and their supervisor.

DURING THE COURSE

1. The Course POC will ensure that all students accurately and completely filled out the FEMA Form 119-25-1 (to include legible email address of applicant and copies of certificates). The Course POC will ensure students complete the EMI Evaluation Form by the end of the course.
2. The Course POC will collect the completed FEMA Course Admission Forms and the Course Evaluation Forms.

UPON COURSE COMPLETION

1. The Course POC will send the completed course packet to the State Exercise Officer for final review and forwarding to EMI. The course packet should include the following:
 - a. Completed FEMA Form 119-25-1 for each student who successfully completed the entire course, including their SID; a copy of their IS-120 course certificate, and signatures of the applicant and supervisor.
 - b. Completed EMI Course Evaluation Forms.
 - c. Course student roster with student names and exam score (see Appendix C).
2. Following the final review, the State Training Officer of Exercise Officer will mail the course packet to the HSEEP Coordinator at EMI.
3. The National Emergency Training Center (NETC) will email a Certificate of Completion to each student. Please allow a minimum of 4 weeks upon receipt at EMI.

STUDENT ENROLLMENT PROCESS FOR L146

The steps listed below should be followed by prospective students seeking to enroll in the HSEEP Course:

1. Submit a FEMA Admissions Form 119-25-1 and copies of the course certificates for prerequisite courses to the course POC. All FEMA 119-25-1 forms must be completely filled out to include the course code, SID and must be signed by the applicant and agency supervisor.
2. All participants are responsible for all expenses incurred while attending the training. Neither FEMA nor the State will reimburse for any expenses.

***How do I obtain my FEMA Student Identification (SID) number?**

Step 1: To register, go to <https://cdp.dhs.gov/femasid>

Step 2: Click on the "Need a FEMA SID" box on the right side of the screen.

Step 3: Follow the instructions and provide the necessary information to create your account.

Step 4: You will receive an email with your SID number. You should save this number in a secure location.

APPENDIX A: BASELINE INSTRUCTOR QUALIFICATIONS CHECKLIST

Mandatory Requirements for LEAD and UNIT Instructors		Proof Attached
IS-100: Introduction to Incident Command System, ICS-100	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
IS-120: An Introduction to Exercises	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
IS-130: Exercise Evaluation and Improvement Planning	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
IS-200: ICS for Single Resources and Initial Action Incidents	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
IS-700: National Incident Management System, An Introduction	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
IS-800: National Response Framework, An Introduction	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
E/L/K-146: Homeland Security Exercise and Evaluation Program Course	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
Knowledge and experience with computers for classroom instruction. Experience should include the use of Microsoft Office Suite products, including Power Point and MS Word.		<input type="checkbox"/> Y <input type="checkbox"/> N
Additional Mandatory Requirements for LEAD Instructors		Proof Attached
Completion of formal Adult Education training** Course: Institution:	Date:	<input type="checkbox"/> Y <input type="checkbox"/> N
Experience in the development of After Action Reports and Improvement Plans consistent with HSEEP Exercise Name:	Date:	Upon Request
Recent experience (within 5 years) in conducting exercise planning and after action meetings consistent with HSEEP: Concepts and Objectives Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: Initial Planning Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: Mid Term Planning Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: Master Scenario Events List Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: Final Planning Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: After Action Meeting <ul style="list-style-type: none"> • Exercise Name: • Date: 		Upon Request
Recent (within 5 years) instructional experience with a target audience comprised of state and local emergency response personnel. Course Title:	Date:	Upon Request
Recent (within 5 years) experience with the administrative demands of managing a course (attendance, logistics, course evaluations, etc.) Course Title:	Date:	Upon Request

APPENDIX B: REQUEST TO CONDUCT L146 HSEEP COURSE

All agencies desiring to offer HSEEP courses in their jurisdiction will route their request to the Washington State Exercise Officer via this completed form. Completed form can be emailed to EMD.Training@mil.wa.gov or fax to 253-512-7206. The State Exercise Officer will review and authorize the delivery and forward to the Emergency Management Institute (EMI) for scheduling. Request should be submitted at least 6 weeks before the desired delivery date.

- Scheduled Course Dates:
- Course Location:
- Point of Contact Name:
- Point of Contact Phone:
- Point of Contact Address:
- Projected Number of Students:
- Will you allow participants from other jurisdictions/agencies? Yes No
- Lead Instructor:
- Authorized by State Exercise Officer:

Questions or concerns, contact:

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