



Pennsylvania State Fire Academy

1150 Riverside Drive
Lewistown, PA 17044-1979

Pennsylvania Emergency Management Agency

2605 Interstate Drive
Harrisburg, PA 17110

Minimum Standard for Accreditation (MSA)

Original program: 12/2010

Revised: 12/2014

Course Title: L-146 Homeland Security Exercise and Evaluation Program (HSEEP)

Course Code: L-146

Length of Course: 16 Hours

Lecture/Lab Breakdown: 10 hours / 6 hours

Target Audience This course is for experienced emergency management professionals. It is designed to describe the core principles and processes of HSEEP, its standardized methodology, and resources which are designed to assist you in developing an exercise program.

Prerequisites: FEMA Independent Study Program 120.a, FEMA Independent Study Program 130

Referenced Texts: FEMA L-146/147 Homeland Security Exercise Evaluation Program (HSEEP) Student Manual. Instructor Guide and PowerPoint provided on CD by PEMA.

Course Goal: This course is designed to allow participants to develop a working knowledge of HSEEP, including the resources, tools, and policies that govern and support HSEEP compliance.

Description of Course: The HSEEP Training course is an intermediate-level training course that incorporates exercise guidance and best practices from the HSEEP Volumes. It 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, group discussions, and introductions to HSEEP and related initiatives such as supporting technology and capabilities-based planning. This approach provides participants with hands-on experience that readily translates to real-world exercise responsibilities. Activities include creating exercise documentation, conducting planning conferences and briefings, and practicing exercise valuations.

Description of Methodology to be used: (Brief): Lecture, PowerPoint presentations, small group activities, and group discussion

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Student Equipment/Supply Needs: Note taking materials (Pen/Pencil, paper), Student Manual.

Equipment/Audiovisual/Supply requirements: Classroom setting with chairs and tables; computer with capabilities to play DVDs, LCD projector screen; additional handouts per instructor choice.

Special Notes & Conditions: Minimum of students 10, Maximum of 30 students in class. Two (2) Instructors are required for this course.

COURSE OUTLINE DAY ONE

<u>Time</u>	<u>Content</u>
0:30	Registration
1:00	Module 1: Introduction (includes breaks)
1:00	Module 2: Exercise Program Management – Lesson 1 (includes breaks)
1:00	Module 2: Exercise Program Management – Lesson 2 and 3 (includes breaks)
1:00	Module 3: Foundation – Lesson 1 and 2 (includes breaks)
2:00	Module 3: Foundation Lesson 3
1:30	Module 4: Design and Development – Lesson 1, 2, and 3 (includes breaks)

COURSE OUTLINE DAY TWO

<u>Time</u>	<u>Content</u>
0:30	Module 4: Design and Development - Lesson 3 continued (includes break)
1:00	Module 5: Conduct (includes break)
2:00	Module 6: Evaluation – lesson 1, 2, and 3 (includes breaks)
2:00	Module 6: Evaluation – lesson 4 and 5 (includes breaks)
2:00	Module 7: Improvement Planning (includes breaks)
0:30	Posttest and Course Evaluation

Competency Evaluation Mechanism (Brief description-attach copy): Periodic questioning by instructor throughout presentation and a minimum score of 70% on the post course exam.

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Course Objectives (specific): At the completion of the course the participant will be able to:

1. Discuss the background, cycle, and implementation of HSEEP
2. Discuss the program management fundamentals required to develop and manage a self-sustaining exercise program
3. Discuss the foundation for an HSEEP exercise, including organizing the Exercise Planning Team, scheduling planning conferences, and using sound project management.
4. Design and develop a discussion- or operations-based exercise in accordance with HSEEP guidance.
5. Develop the skills needed to conduct both discussion-based and operations-based HSEEP exercises.
6. Evaluate discussion- and operations-based exercises to validate strengths and document weaknesses in the exercising jurisdiction's or organization's preparedness, as observed during the exercise. Build the AAR/IP as a result of the evaluation.
7. Develop and implement an IP to increase preparedness, based upon the AAR.

Questions/Comments: Contact the State Fire Academy Assistant Administrator