

Homeland Security Exercise & Evaluation Program (HSEEP) Training Course

Register online at
<https://ks.train.org>
Search for
Course ID: 1023667

Participants can register on KS-TRAIN. If you need assistance or help starting a user account, please call **Isabel Herrera** at 785-274-1412 or contact the **KS-TRAIN Help Desk** at helpdesk@kdhe.state.ks.us or 785-296-5655.

If you have a disability or need special accommodations in order to fully participate in any training activity, please contact the State Training Officer, Paula Phillips, at 785-274-1413, to discuss your specific needs.



Kansas Emergency Management Training Office

Isabel Herrera Schultes
maria.i.herrera@us.army.mil
P 785-274-1412—F 785-274-1914

Crisis City—Lindsborg, KS April 26-28, 2011

This course incorporates exercise guidance and best practices from the HSEE volumes. Throughout the course, participants will learn about exercise-related topics including program management, design development, conduct, evaluation, and improvement planning.

Objectives

- **Exercise Program Management**—learn exercise program management fundamentals to provide the foundation necessary to develop and manage exercises according to HSEEP guidance
- **Foundation**—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
- **Design & Development**—learn the conceptual and logistical differences between the design and development phases of discussion-based and operations-based HSEEP exercises
- **Conduct**—learn how to successfully execute discussion-based and operations-based HSEEP exercises
- **Evaluation**—learn how to evaluate discussion-based and operations-based HSEEP exercises to identify areas for improvement
- **Improvement Planning**—learn how to develop and implement Improvement Plans to increase preparedness

Prerequisites

Participants need a basic knowledge of exercise design and HSEEP terminology. Participants are **required** to complete Independent Study **IS-120.a—An Introduction to Exercises**, before attending this class. It is **recommended** (not required) that participants complete the following Independent Study courses as they will be briefly covered during the class: **IS-130—Exercise Evaluation and Improvement Planning**; **IS-139—Exercise Design**; **IS-700.a—Introduction to NIMS**; and **IS-800.b—Introduction to the NRF**. All Independent Study courses are available free online at <http://training.fema.gov/IS/crslist.asp>

For more information about this training our particular questions about the equipment or computers, contact Michael Paz-Torres at michael.paz@us.army.mil or 785-861-3020.

The deadline to register is April 12, 2011

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FAQs about KS-TRAIN & new user accounts

• How do I sign up for a TRAIN user account?

Log onto <https://ks.train.org>. Click on “Create an Account,” which appears underneath the login on the left hand side of the screen. Review and accept the Terms and Conditions. Fill out all of the necessary information on the subsequent pages. (If you’d like, you can also fill in the optional information.) When you have finished, click “Continue” to enter the site.

• How do I find courses to take?

There are several ways to do this. If you have a **Course ID Number**: enter this number in the “**Search by Course ID**” box (the second pale-blue box below the Kansas Seal). If you don’t know the Course ID number you can click the “Course Search” link at the top of the screen. From this page you can click “Browse” to view all course offerings in TRAIN, or you can use any of the tools in the “Search Options” list to help narrow your results.

• I’ve registered for a course – where do I find confirmation of this?

All of your course registrations can be found by clicking “My Learning” from the home page. This will include all in-progress courses. **With courses offered by Kansas Emergency Management; you can expect to receive an email confirmation from our office within 3 working days after you submit your registration for approval.**

• I signed up for a “Live” course and can no longer attend. Who should I contact?

You can withdraw yourself from any course by going to the Course Management page and clicking the “Withdraw” button. You can also contact **Isabel Herrera Schultes** at maria.i.herrera@us.army.mil or 785-274-1412 if you need help withdrawing.

Please contact our office if you have any questions about this

course. For additional help with the website you can also contact the KS-TRAIN Help Desk at helpdesk@kdhe.state.ks.us or 785-296-5655.