



Homeland Security Exercise and Evaluation Program (HSEEP)

HSEEP Toolkit Lab Training Courses Rutland (8/18-8/19) and Waterbury (8/20-8/21)

What is the HSEEP Toolkit Lab Training Course?

The HSEEP Toolkit is an integrated system of design, development, evaluation, and improvement planning tools, which provide a seamless collaborative environment for planners at both the exercise program and project levels. Its objectives focus on reducing dependence on direct support; facilitating the development and coordination of multiple simultaneous exercises; and identifying and closing gaps in preparedness capabilities.

The objectives of the lab training course focus on the practical use of the HSEEP Toolkit and each of the HSEEP Toolkit subsystems. The Toolkit comprises Web-based interactive systems that have been developed to provide users with specialized content intended to enhance their ability to design, develop, conduct, and evaluate exercises.

The training course will be based on and adhere strictly to the training standards as detailed by the U.S. Department of Homeland Security (DHS) HSEEP.

Upcoming HSEEP Toolkit Labs

When: On August 18th and 19th, Vermont Homeland Security will be hosting the HSEEP Toolkit Lab Training Course.

Where: Rutland High School, Stafford Technical Center

What time: Registration will begin at 9:30 a.m. on Tuesday and will end no later than 5:00 p.m. On Wednesday training begins at 8 a.m. and will end by 1 p.m. Short breaks will be provided throughout the day and lunch will be provided.

ALSO!!

When: On August 20th and 21st, Vermont Homeland Security will be hosting the HSEEP Toolkit Lab Training Course.

Where: Waterbury, Vermont State Emergency Operations Center

Please check in at the security desk.

What time: Registration will begin at 9:30 a.m. on Tuesday and will end no later than 5:00 p.m. On Wednesday training begins at 8 a.m. and will end by 1 p.m. Short breaks will be provided throughout the day and lunch will be on-site.

Participant Preparation

Prerequisite Course: Recommended Course: Due to the HSEEP Toolkit's adherence to HSEEP policy and methodology, participants are required to complete the following course before attending the HSEEP Toolkit Lab Training Course:

- HSEEP Training Course (formerly 3-day HSEEP Mobile Training Course)

Course Preparation: To prepare for the HSEEP Toolkit Lab, participants should do the following:

- Request access to the Toolkit by contacting the HSEEP Toolkit Helpdesk at support@hseep.net.
- Make note of your username and password.
- Log on a few days before training to ensure access.
- View the HSEEP Toolkit Demonstration by visiting hseep.dhs.gov and clicking "HSEEP Toolkit Demonstration" in the training section.
- Bring a wireless-enabled laptop computer to the training session, if advised to do so by your point of contact (POC).

Point of Contact: Registration is on a first come, first served basis. For more information on and to register for the training, please contact:

Rutland Course: Andrea Hatch
ahatch@dps.state.vt.us
Seating is limited to 15

Waterbury Course: Jessica Stolz
jstolz@dps.state.vt.us
Seating is limited to 20



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HSEEP Toolkit Overview

HSEEP Toolkit

The HSEEP Toolkit is an interactive, online suite of tools for exercise scheduling, design, development, conduct, evaluation, and improvement planning. The Toolkit serves as the primary technology resource for exercise planners and program managers and provides the tools to schedule exercises, develop exercise documentation and resources, and track corrective actions to implementation. The HSEEP Toolkit consists of several interactive systems and tools that are designed to assist users during various phases of the exercise lifecycle described in the HSEEP policy and guidance volumes. These systems include the following:

- **National Exercise Schedule (NEXS) System:**
The NEXS System is a tool for scheduling, synchronizing, and deconflicting exercise activities across all levels of government and geographic locations.
- **Design and Development System (DDS):**
The DDS supports the exercise design process by providing users with the appropriate templates and guidance from the HSEEP volumes for developing timelines, planning teams, and exercise documentation. It also includes additional planning tools such as the:
 - Exercise Evaluation Guide (EEG) Builder
 - Master Scenario Events List (MSEL) Builder
- **Corrective Action Program (CAP) System:**
The CAP System supports improvement planning by enabling users to track, prioritize, and analyze corrective actions from exercises or real-world events.

Users can access the HSEEP Toolkit through the HSEEP Web site at hseep.dhs.gov.

HSEEP Web Site

The HSEEP Web site provides a central location for accessing HSEEP-related information and technologies. HSEEP Web site resources include:

- Access to the HSEEP Toolkit, including the NEXS System, the DDS, and the CAP System
- Revised HSEEP Volumes I–III, HSEEP Volume IV Library, and EEGs
- Exercise training resources, including independent study and HSEEP Training Course materials
- Additional online resources, including links to the DHS Web site and Lessons Learned Information Sharing (LLIS)



To request access to any of the HSEEP Toolkit systems, please contact the HSEEP Toolkit Helpdesk at support@hseep.net



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