

**HUNTERDON COUNTY
DIVISION OF PUBLIC HEALTH**

PO Box 2900, Flemington, New Jersey 08822

Date: January 25, 2012

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**INFORMATION: HSEEP Training Opportunity Reminder****To: First Responders****From: Meena Rathee, NJDHSS, Operations****Phone: 609-943-4807; Email: meena.rathee@doh.state.nj.us****Lois Yannick, NJDHSS, Operations****Phone: 609-633-2000; Email: lois.yannick@doh.state.nj.us****HSEEP Training Opportunity Reminder**

This is a follow up message to an earlier Training Opportunity Announcement. The first class for this year's Homeland Security Exercise and Evaluation Program (HSEEP) is to begin on **February 14th at Lourdes Hospital, in Camden**. There are some seats available if you hurry, and get your application in to Meena Rathee.

Remember we have **Class 2 at East Orange Hospital in March and Robert Wood Johnson University Hospital, New Brunswick in April**. They are still open for enrollment and seats are available. This is the only current opportunity for HSEEP user training in New Jersey this year.

HSEEP is still a requirement in most Federal grant programs that focus on preparedness. Take advantage of this free opportunity and complete the attached application. Follow the directions and send the application to Meena Rathee or Lois Yannick as indicated. **The cutoff date for Class 2 is February 15th and Class 3 is March 9th**. Each class provides elective CEU's for most disciplines. If you have any questions contact the undersigned, Meena Rathee or Lois Yannick.

* Notice of 2012 Training Opportunity *

The New Jersey Department of Health and Senior Services (NJDHSS), Exercise Support Team (EST) announces:

Homeland Security Exercise and Evaluation Program (HSEEP) Three-Day Training classes

Current directives from the Department of Health and Human Services (DHHS), Centers for Disease Control and Prevention (CDC), along with the Assistant Secretary for Preparedness and Response (ASPR) and the Office of Preparedness and Emergency Operations (OPEO) clearly articulates the need, for all grant recipients to be HSEEP compliant. Standards for compliance include having a HSEEP trained and certified individual as a member of your staff. The Exercise Support Team offers this training, at no cost, to meet this requirement. The course is open tall all individuals affiliated with the New Jersey healthcare and public health sectors.

Training consists of a 3 day core curriculum. Students work through several modules and hands-on activities which describe and reinforce HSEEP exercise planning, design, and evaluation methodologies. Activities include developing exercise documentation, holding planning conferences and briefings, and honing exercise evaluation skills. A deliberate and detailed explanation of Training and Exercise Management programs are a key component of this class.

Course Pre-requisites:

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| • IS-120a: An Introduction to Exercises | Mandatory |
| • IS-139: Exercise Design | Desirable |
| • IS-130: Exercise Evaluation and Improvement Planning | Desirable |
| • General exercise experience | Mandatory |

Class size is limited to 40 students per training class. Priority will be given to grant recipients of the DHSS Hospital Preparedness Program (HPP). We ask that you limit your class selection to the region in closest proximity to your home or workplace. If available, seats will be open for all partner disciplines that work in support of emergency preparedness planning, prevention, protection, response, and recovery.

Student selection will be based on the number of demonstrated course pre-requisites as well as the number of students currently registered from your public health region. Healthcare providers with a responsibility for preparedness planning and exercises as well as LINCS Agency Exercise Points of Contact (POCs) are strongly encouraged to complete this training. For interested students we hope to provide Continuing Education Units (CEUs).

There is no registration fee for this training. Seating is limited. If interested, please complete the attached application form and e-mail to Meena Rathee at: meena.rathee@doh.state.nj.us or fax to Meena at 609-292-1291.

Accepted students will be notified by e-mail prior to Jan 31, 2012.

The prerequisite is IS-120a FEMA course and the attendees should provide a copy of their certificate of completion which can be emailed, faxed, or hand delivered during class

2012 Classes Schedule & Registration form

South Region: **February 14-16, 2012** at Our Lady of Lourdes Hospital in Camden
 North Region: **March 14-16, 2012** at East orange General Hospital in East Orange
 Central Region: **April 9-11, 2012** at the MCC at RWJUH in New Brunswick

REGISTRATION FORM

HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP) MOBILE TRAINING COURSE

Class:
Location:

Please indicate if you have completed the mandatory pre-requisite course and send the completion certificate with your registration form. If not, the course is available at: http://training.fema.gov/IS/crslst.asp			
Please indicate class preference in the last column.			
<i>Course ID</i>	<i>Pre-requisite</i>	<i>Yes/No</i>	<i>Certificate submitted</i>
IS 120A	Mandatory		
IS-139	Optional		
IS-130	Optional		
Class:			

Name:
 Department/Organization:
 Position:
 Address:
 Telephone:
 Fax:
 E-mail:

Class Number and Date:

Please describe your **general exercise experience:**

Please describe your **training experience:**
 (You may use additional paper if necessary)

Please submit the registration form by e-mail to meena.rathee@doh.state.nj.us or fax it to 609-292-1291. More information and details will follow after registration. Thank you.