

## Homeland Security Exercise and Evaluation Program \*

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning.

HSEEP is the national standard for all hazards exercises. Through exercises, the National Exercise Program supports organizations to achieve objective assessments of their capabilities so that strengths and areas for improvement are identified, corrected, and shared as appropriate prior to a real incident. To learn more about the HSEEP program, go to <https://hseep.dhs.gov>.

\*The HSEEP is maintained by the Federal Emergency Management Agency's National Preparedness Directorate, Department of Homeland Security.

### CA HSEEP Training Course

The 4-day California Homeland Security Exercise and Evaluation Program (HSEEP) Training Course focuses on exercise design using HSEEP doctrine, hands-on use of the HSEEP Toolkit, and discussion based exercises with an emphasis on developing tabletop exercises (TTXs). Activities include interactive videos, small group discussions, and capabilities based planning using the Target Capabilities List and the Universal Task List. The course meets the HSEEP prerequisites for the Master Exercise Practitioner Program (MEPP) series and California's Enhanced Exercise and Evaluation Design Course. **There is no charge to attend.** For more information about California's HSEEP Course and a course schedule contact:

- [cahseep@calema.ca.gov](mailto:cahseep@calema.ca.gov)
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## Exercise Operations Division Contacts

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### California HSEEP Training Course

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**Cal OES**  
GOVERNOR'S OFFICE  
OF EMERGENCY SERVICES

## California Specialized Training Institute

# Exercise Support Program

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## Exercise Operations

The California Governor's Office of Emergency Services' Exercise Operations Division provides capability based exercise support in accordance with US Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP) guidelines.

Exercise Support and training is available to all state, regional, and county partners, including private sector and non-governmental organizations (NGO).

### Mission:

*Develop, coordinate, and lead all hazard exercises to meet the continually evolving homeland security and emergency management needs of the State of California in accordance with HSEEP guidelines.*

### Objectives

- Conduct the Governor's Exercise Series, Golden Guardian
- Continue implementation and instructions of Homeland Security Exercise and Evaluation Program (HSEEP) methodology in California
- Support state and regional exercise initiatives
- Conduct the annual State Training & Exercise Planning Workshop and produce California's Multi-Year Training & Exercise Plan

## Exercise Division Support Capabilities:

We provide the following support:

- Exercise facilitation and planning support
- Meet with customer to tailor currently available exercise documents to meet specific needs
- Electronic master copies of exercise documentation/materials: Invitations, Minutes, Agendas, Situation Manuals (SitMan), Name Tents, PowerPoint Presentations, Exercise Evaluation Guides, Draft AARs
- Track RSVPs
- Facilitate an After Action Report/Improvement Plan Conference

## Currently Available Exercise Topics

- Pandemic Influenza
- Continuity of Operations
- Food & Agriculture
- Public Information & Warning
- Mass Care & Shelter
- Evacuation
- Access and Functional Needs
- Volunteer Management
- Emergency Operation Center Management
- Executive Level Roles & Responsibilities in a Disaster
- Public/Private Partnerships in a Disaster
- Management Decision Making in a Cyber Incident
- Information Sharing
- Interoperable Communications

## Customer Responsibilities

- Identify the type of exercise needed:
  - *Seminar*: Provide overview of new or current plans, resources, strategies, concepts or ideas
  - *Workshop*: Achieve specific goal or build product (e.g., exercise objectives, standard operating procedures, policies, plans)
  - *Tabletop*: Validate plans and procedures by utilizing a hypothetical scenario to drive participant discussions
  - *EOC/DOC Functional Exercise*
- Acquire willing participants utilizing provided invitations
- Post exercise to National Exercise Schedule (NEXS)
- Venue for the exercise
- Participate in at least two planning meetings
- Review and reproduce all exercise materials prepared for distribution
- With Exercise Division assistance, an After Action Report/Improvement Plan (AAR/IP) or Summary Report (Seminars & Workshops) must be completed and submitted to [hseep@dhs.gov](mailto:hseep@dhs.gov) and your Grant Program Manager within 90 days after conduct of an exercise. AAR/IP or Summary Report documents need to be password-protected. The password is also sent to [hseep@dhs.gov](mailto:hseep@dhs.gov) via a separate email.

