



E/K0131: Exercise Evaluation and Improvement Planning Fiscal Year 2024

E0131 Exercise Evaluation and Improvement Planning: In-Person Option Course Dates:

Course Date	Location	Course Time	Travel Dates
October 30–November 2, 2023	NETC	8 a.m.–4 p.m. (ET)	October 29 & November 3, 2023
March 4–7, 2024	NETC	8 a.m.–4 p.m. (ET)	March 3 & 8, 2024

K0131 Exercise Evaluation and Improvement Planning: Virtual, In-Person Option Course Dates:

Course Date	Location	Course Time
February 26–29, 2024	Virtual, Instructor-led	8 a.m.–4 p.m. (ET)
September 16–19, 2024	Virtual, Instructor-led	8 a.m.–4 p.m. (ET)

Course Description:

This course will expand on the concepts of exercise evaluation and improvement planning that were introduced in the Homeland Security Exercise and Evaluation Program (HSEEP) course. Students will learn concepts on establishing an exercise evaluation program, gathering evaluation data effectively during exercises, and implementing and tracking improvements as part of a Continuous Improvement Program within their organization.

Course Goal:

This 4-day course will assist exercise evaluators and exercise program managers on their path to the Master Exercise Practitioner Program or help them to develop the skills needed for their current positions.

Course Objectives:

- Explain why exercise evaluation is important for community preparedness.
- Describe how to develop an effective exercise evaluation program.
- Select and modify evaluation tools (Exercise Evaluation Guides (EEGs), evaluation plans, collection analysis plans, etc.) to collect the desired exercise performance data.
- Develop the components of an effective After-Action Report/Improvement Plan.

Course Length:

The **E/K0131, Exercise Evaluation and Improvement Planning Course**, is 4 days in length.

Course Location:

- **E0131** is an in-person, instructor-led course held at the Emergency Management Institute (EMI), National Emergency Training Center (NETC), in Emmitsburg, Maryland.
- **K0131** is conducted virtually and is instructor-led. The log-in information will be provided by the Course Manager approximately 1–2 weeks prior to the class start date.

TRAINING OPPORTUNITY

Prerequisites:

- [E/L/K0146: Homeland Security Exercise and Evaluation Program \(HSEEP\)](https://training.fema.gov/programs/nsec/hseep) (<https://training.fema.gov/programs/nsec/hseep>)
- [IS-120.C: An Introduction to Exercises](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)
- [IS-130.A: How to be an Exercise Evaluator](https://training.fema.gov/programs/nsec/basic) (<https://training.fema.gov/programs/nsec/basic>)

How to Apply:

Apply for this course at [National Emergency Training Center Online Admissions Application](https://training.fema.gov/netc_online_admissions) (https://training.fema.gov/netc_online_admissions).

Applications must include completion certificates of the three prerequisite courses as attachments. Applications should be routed to your State Training Officer (STO) for approval. Incomplete application packages will not be considered. Upon acceptance into the course, the NETC Admissions Office will e-mail an official notice to the student.

Travel and Housing Information for the E0131:

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter and Welcome Package outlining travel information, NETC shuttle services, lodging, and other logistics. Scan the QR Code below, or click the link for a [PDF copy of the NETC Welcome Package](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf) online.



(http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course start date to reserve a shuttle seat.

Details for the above are in the Welcome Package.

Notice to Applicants for EMI Courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number.

How do I obtain my FEMA SID number?

1. To register, go to [Student Identification System](https://cdp.dhs.gov/femasid) (<https://cdp.dhs.gov/femasid>).
2. Click on the "Register for a FEMA SID" button on screen.
3. Follow the instructions and provide the necessary information to create your account.
4. You will receive an email with your SID number. You should save this number in a secure location.

Request for Accommodation:

If you require a reasonable accommodation (sign language interpreters, Braille, CART, etc.), please make the request NLT 15 days prior to the class start date. When making any requests, please provide details on the accommodation; however, DO NOT include medical or other personal information that is protected under the Privacy Act of 1974 or the Health Information Privacy Protection Act (45 CFR Part 160 Subparts A and E of Part 164). Last-minute requests will be accepted; however, they may not be possible to fulfill.

Please indicate any requests as part of your admissions application. Any additional questions should be directed to NETC Admissions by email at netcadmissions@fema.dhs.gov.

TRAINING OPPORTUNITY

EMI Training Point of Contact:

This course is a part of the Integrated Emergency Management Branch (IEMB) catalog of courses at EMI. If you have questions, please contact: FEMA-EMI-IEMB@fema.dhs.gov, or the Training Specialist responsible for this course: Mark Mouré, mark.moure@fema.dhs.gov.

TRAINING OPPORTUNITY

