



# **HOMELAND SECURITY EMERGENCY MANAGEMENT**

**NEW HAMPSHIRE DEPARTMENT OF SAFETY**

## **TRAINING AND EXERCISE Training Policy & Procedures**

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## Preface

This document serves as a reference for New Hampshire's Training and Exercise (T&E) Program for training requests. In addition to providing a program overview and informing new and current T&E participants about the request process, this guide outlines specific policies and requirements for successful program participation. This document also contains the priorities for training. HSEM is pleased to respond to any questions not covered by this policy and welcomes suggestions to improve the utility and content of the document. Please contact the Training and Exercise Supervisor at 603-271-2231 with any questions or suggested revisions. In addition, comments can be directed to HSEM via email at [exercisetraining@dos.nh.gov](mailto:exercisetraining@dos.nh.gov).

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## Overview

The New Hampshire Division of Homeland Security & Emergency Management's Training & Exercise Unit offers a variety of courses designed to improve the professional, managerial and technical skills for persons involved in emergency management, preparedness and response, and homeland security. This document serves to outline the process which courses may be requested, how to enroll and/or withdraw, and how training priorities are set for the State of New Hampshire.

## Program Objectives & Priorities

The Training & Exercise Unit provides all-hazards, active threat, and other event specific training to the state, local agencies, and public and private sector entities in an effort assist them in building capabilities to prevent, protect against, mitigate, respond to, and recover from these hazards. All training is consistent with federal initiatives, and is designed to create a comprehensive and integrated system addressing all hazards at both local and state levels.

In an effort to build capabilities and build a comprehensive training program, the Training & Exercise Unit develops its priorities with guidance from, but not limited to:

- [FEMA's Preparedness Grants Manual](#)
- [FEMA's Strategic Plan](#);
- the [National Preparedness Goal](#);
- the [National Preparedness Report](#);
- the [National Security Strategy](#);
- [Presidential Policy Directive PPD-8](#);
- [New Hampshire's State Homeland Security Strategy](#); and
- Input from our stakeholders through the Multi-Year Training & Exercise Plan.

## Multi-Year Training & Exercise Plan (MYTEP)

The development and submission of an annual state and local emergency management Training & Exercise Plan is a requirement of FEMA's Emergency Management Performance Grant (EMPG) and the Homeland Security Grant Program (HSGP). As a result, the Training & Exercise Unit will develop a Multi-Year Training & Exercise Plan (MYTEP) annually, to meet federal grant guidance. Guidance for emergency management and response partners will be distributed and collected by the Training & Exercise Unit to be included in the Statewide MYTEP.

The submission deadline for the MYTEP will be June 1 annually.

The current version of the MYTEP can be found [here](#).

## Contact Information

For questions or assistance with this document or training initiatives, please contact the Training & Exercise Supervisor at [exercisetraining@dos.nh.gov](mailto:exercisetraining@dos.nh.gov) or (603) 271-2231.

## General Procedures

This section outlines the process and procedures for requesting a course, eligibility, recruitment, registration, withdrawals, and cancellations.

### Requesting a Course

This process outlines the steps for requesting a course for local delivery through the Division of Homeland Security & Emergency Management's (HSEM) Training & Exercise Unit.

Training may be requested by local emergency managers (EMDs), local agencies, or state emergency support function (ESFs) and support agencies (SAs). All requests for training must follow the following procedure:

1. A Training Request form must be completed for all courses and submitted through the HSEM Resource Center, located here:  
[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=4629](https://prd.blogs.nh.gov/dos/hsem/?page_id=4629).
  - a. Training Request forms must be submitted a minimum of 90 days prior to the intended date of the course.
    - i. This minimum does not guarantee that HSEM will be able to secure training for the intended date.
    - ii. Multiple variables affect procurement to include demand for the course and funding at both the state and federal level.
    - iii. We recognize due to last minute/surplus federal funding there may be specific courses offered on short notice. A Training Request Form will still be required. These requests will be fast-tracked due to the time and fiscal deadlines.
  - b. Applicants are allowed and encouraged to submit Training Request forms throughout the year.
2. Written justification, additional information and/or vetting may be required for courses that are:
  - a. not listed in the MYTEP;
  - b. unique, specialized or customized training.
3. All requests for training must be approved or denied in writing by the HSEM Training & Exercise Supervisor before the training can be procured and conducted.

## Training Request Review

Completed Training Request forms are initially assessed by the T&E State Training Officer.

The merits of the request will include, but are not necessarily limited to:

- The request thoroughly identifies the need to host such a course;
- The request supports the prevention, protection, mitigation, response, and or recovery efforts of the requesting entity, local communities, and/or state;
- The request is relevant and technically feasible.

HSEM reserves the right to deny a Training Request if it is not aligned with New Hampshire's [Threat and Hazard Identification and Risk Assessment and/or Stakeholder Preparedness Report \(THIRA/SPR\)](#) (i.e. National Disaster Preparedness Training Center's AWR-233 Volcanic Crises Awareness course). Denial of such a request will be made in writing to the requesting party.

## Hosting a Course

The State Training Officer will work with the requesting party to ensure successful hosting of a course including location, advertising, and recruitment.

For ALERRT courses, a member of the Training & Exercise Unit, or the lead instructor for the course, will complete an ALERRT Facility Assessment Form. This form will determine whether a site is suitable for this type of course. This form will remain on file with the Training & Exercise Unit and will be periodically reviewed to ensure it is up-to-date.

## Logistics

The State Training Officer will work with the requesting party and course provider to determine the appropriate location to host the course.

The hosting requirements will be determined by the provider and may include, but is not limited to a suitable venue with electricity, running water, climate control, working restrooms, classroom space suitable to accommodate class maximums, and/or audio/visual infrastructure.

The State Training Officer will provide written justification to the requesting party if their choice of venue is not suitable therefore dictating an alternate location.

The requesting party and/or host agency will make available a staff member for the duration of the course should any needs arise.

The Training & Exercise Unit will ensure that a member of the Unit, HSEM or other suitable ESF is on site for the duration of the course to assist the instructor(s) with any of their needs, greet students, ensure that course paperwork is complete, and answer any questions about State emergency management and homeland security operations.

## Instructor Selection

The State Training Officer will work with the requesting party when feasible to select a certified instructor for their course. Please note this is not an option for the majority of courses and is generally limited to state managed courses, including G-coded courses, courses taught by FEMA

Region 1 and/or ALERRT courses taught by in-state instructors. The HSEM Training & Exercise Supervisor reserves the right to approve all instructors for a course.

### Course Minimums & Maximums

Course attendance minimums and maximums are set by the course provider and will be adhered to. Only the Training & Exercise Supervisor may waive this requirement for unique circumstances, and in coordination with the course provider. The course requestor must request and receive this approval in writing prior to the course.

The inability to meet a specific course minimum may result in the course being postponed and/or cancelled.

### Recruitment

The assigned Training & Exercise staff member will assist with recruitment efforts to ensure the right audience is being targeted and reached through advertisement and outreach efforts.

Requesting agencies bear some responsibility for course recruitment. Recruiting for these courses should be in accordance with target audiences as listed in the course specifics. Consideration should include, but is not limited to, members of your local emergency management and disaster services team including: elected officials, school officials, law enforcement, fire, emergency medical services, hospitals, school systems, public works, volunteer agencies, public health departments, public information agencies, private non-profit organizations, and business and industry.

The assigned Training & Exercise staff member will ensure that recruitment efforts target the correct audiences and will distribute course advertisements through a variety of channels as appropriate for the specific course.

### Course Advertisement & Listings

HSEM will advertise courses through various channels as dictated by course subject and audience.

### Course Listings

All courses, including those with Closed Registrations, will be listed on the Training & Exercise Unit's Available Training calendar located here:

[https://prd.blogs.nh.gov/dos/hsem/?page\\_id=1055](https://prd.blogs.nh.gov/dos/hsem/?page_id=1055)

### Closed Registration

Select courses may be termed "Closed Registration" meaning they are being conducted for one or more agencies, and not open to general enrollment. These courses are listed on the [Available Training Calendar](#), but will not be advertised unless directed by the host agency. Closed Registration courses are typically reserved for law enforcement specific needs.

## Registration Procedures

Students may register for a course by filing an electronic application through the appropriate portal listed on the course advertisement, during the open enrollment window.

Open enrollment windows allow the course provider to prepare and ship materials, as well as determine whether a course has met student minimums. Applications and/or inquiries after the open enrollment window will be considered on a case-by-case basis, as course maximums allow, and in conjunction with the course provider.

## Eligibility

Eligibility for courses is outlined in the course specifics, typically in the course catalog and includes relevant audience and applicable course prerequisites.

It is the responsibility of the State Training Officer to ensure that registrants meet all eligibility recommendations and requirements. HSEM reserves the right to deny a student enrollment if these requirements are not met.

## Audience

Applications will be accepted from all persons who have responsibilities in some aspect of emergency management and/or homeland security. Individuals in state and local government, volunteer or the private sector having responsibilities related to emergency management and response are encouraged to participate in the appropriate courses.

## Prerequisites

Prerequisites will be adhered to as outlined in the course specifics. Students who have not completed mandatory prerequisites at the time of enrollment will not receive an acceptance into the course until proof of completion has been submitted to the State Training Officer, nor will a seat be held. Prerequisites will not be accepted after the registration window has closed.

Exceptions may be made when a prerequisite course is being held the day before or same day (morning session) as the course requiring the prerequisite.

HSEM reserves the right to work with students on a case-by-case basis if there are extenuating circumstances.

## Waitlists

All courses offered through HSEM will maintain a waitlist once a course reaches its maximum capacity. If a student should withdraw for any reason, every effort will be made to fill the vacancy with an individual off the waitlist. Vacancies will be filled in order of waitlist registration received providing all prerequisites have been met.

## Attendance

All accepted students are expected to attend the entire duration of their scheduled program.

Students who are only able to attend a portion of the course due to extenuating circumstances, will notify the instructor, who will coordinate with the State Training Officer to determine if the student may still receive credit for attending.

## Withdrawals and Cancellations

Withdrawals less than 7-days prior to the start of a course will be permitted for emergent circumstances, and must be submitted in writing to the State Training Officer at [exercisetraining@dos.nh.gov](mailto:exercisetraining@dos.nh.gov).

Failure to make a timely notification about course withdrawal may jeopardize enrollment in future courses.

If applicable, failure to comply with course withdrawal/cancellation timelines may result in the student and/or student's agency forfeiting course fees. Please note the vast majority of courses coordinated by HSEM's Training & Exercise are provided at no cost to the student.

## Postponement and/or Cancellation

A request to postpone and/or cancel a course must be made in writing to the State Training Officer with a much notice as possible and may come from the requesting party and/or course provider. Every effort to continue the course as originally scheduled will be explored. Postponements and cancellations will be granted on a case-by-case basis and must be approved by the Training & Exercise Supervisor.

## Course Presentation

Courses are presented in the adult learning format by teams of experienced instructors. The contributions of the instructors, combined with the interaction of the participants, enhance each student's knowledge of emergency management within New Hampshire and help them to excel in service to their community.

HSEM strives to provide a safe learning environment and will ensure that a Safety Officer is identified for courses requiring such.

## Course Materials and Equipment

Please note that many providers, including courses conducted by HSEM, have moved away from paper materials, and now provide course materials in an electronic format. HSEM and/or the course provider will provide registered students with secure portal information from which they can obtain these materials.

It is the responsibility of the student to ensure they are able to access and/or download these materials prior to the start of the course.

Students requiring special accommodations will notify the assigned Training & Exercise staff member and/or course provider in a timely fashion, prior to the start of the course.

Students will be notified if they need to furnish any required equipment prior to the start of class. Required equipment may include a laptop, duty gear, duty weapon, ammunition, radio and/or other items as deemed appropriate.

### **Course Feedback**

Each provider typically has a Course Feedback form that students are expected to complete. Providers are expected to furnish copies of this feedback in its raw format to HSEM prior to departure. HSEM may solicit additional feedback from students, instructors, and/or host agencies. This feedback helps determine whether or not the course material was relevant and beneficial, whether or not the course curriculum needs revision, how effective the instructors were, if the location was conducive to learning, and whether the student composition was appropriate.

### **Certificates**

Once a course is complete, a certificate of completion (or attendance) will be generated by one of the following entities:

- HSEM;
- the Course Provider;
- or the New Hampshire Division of Fire Standards and Training & EMS.

Students will be advised which of these entities will be providing their certificate.

### **Grant Funding**

Grant funding for training may be available for specific activities related to Law Enforcement Terrorism Prevention. Please reference the Training & Exercise Grant Guidance for further information.