



NDDDES 3 Year Training and Exercise Plan Writing and Submission Guidelines

Emergency Management Performance Grant guidelines require that each jurisdiction receiving funds shall complete and submit a 3 year Training and Exercise Plan. Therefore, the NDDDES Training and Exercise section has produced the following set of guidelines for the writing and submission of the 3 year TEP. Each submitting jurisdiction is expected to follow the guidelines to the best of their abilities. These guidelines have been developed using the most current HSEEP template.

This template is available on the both the HSEEP website: www.llis.dhs.gov/HSEEP/Documents/training-and-exercise-plan-template and in the resource library on the NDDDES training and exercise website www.nd.gov/des/training/resource-library.

■ How to get started:

Each jurisdiction shall hold a planning meeting or Training and Exercise Planning Workshop (TEPW). During the course of this meeting/workshop, the top 3 – 5 core capabilities (as described in the National Preparedness Goal) to be improved upon will be determined. The Threat and Hazard Identification and Risk Assessment (THIRA) Guide should be utilized in this process. Guidelines for the TEPW can also be found on the HSEEP website: www.llis.dhs.gov/HSEEP/Documents/tepw-user-guide or in the NDDDES Training and Exercise Resource library. Once the core capabilities selected for improvement have been determined, it is time to begin drafting the TEP document.

■ Drafting the TEP document:

Use of the HSEEP TEP template is *required*. This enables NDDDES to apply a common standard of acceptability to all submissions. The TEP shall include sections on how the core capabilities were determined for training/exercising, why those capabilities were chosen, and overall program goals and objectives based on those core capabilities. Remember, once an objective is determined; also determine a completion standard for that objective, that is, how the jurisdiction will decide if the goal has been met or if more training/exercising is required. The schedule of training and exercise events shall reflect these objectives.

■ Guidelines for the use of the HSEEP template:

The following *critical elements* must be included for the plan to be approved:

- Use of the current HSEEP template/format.
- Evidence of a training and exercise planning meeting or workshop.
- Identification of 3-5 core capabilities that provide the basis for training program objectives.
 - Chosen core capabilities are correlated to the THIRA.
 - Training and exercise objectives and completion targets are defined.
 - Training and exercise schedules align with the objectives.
 - Training and exercise schedules covering three years beginning in July and ending in June.

- Plan for EMPG funded personnel to complete the required professional development courses within the first year of employment and exercises pro-rated to the July to June grant year.

■ **Preface:**

The preface is used to describe how the TEP fits in with EMPG criteria, what the role of the TEP is in the jurisdiction, what years are covered by the TEP, what department of the jurisdiction administers and updates the plan, and who must follow and abide by the TEP. This section need not be extensive, 2-3 paragraphs of explanation is sufficient.

■ **Points of contact:**

List who is responsible for the document, and who is can administer and execute the plan contained therein. Contact information for these individuals is required.

■ **Purpose:**

The template has a good description of the purpose of the TEP. Simply modify the language on the template to fit any specifics that apply to the jurisdiction.

■ **Program Priorities:**

This section is the heart of the plan. This section will include *what* capabilities were selected, *how* the capabilities were selected, and *why* those capabilities were chosen. Start out with evidence of the planning meeting/workshop, that is, *when* it was held, *where* it was held, and *who* attended. Then list 3 – 5 core capabilities that were chosen for improvement. Next, describe why those particular capabilities were selected. How do they apply to the jurisdiction's Threats and Risks as identified in the THIRA? Why does the jurisdiction consider these core capabilities important?

After considering the core capabilities to be exercised, then define the TEP's goals and objectives. The objectives should be **SMART** (**S**pecific, **M**easurable, **A**ttainable, **R**ealistic, **T**imely). After defining the objectives, develop a completion standard for each objective. It's pointless to have a goal, and then not have a way to know if it has been achieved.

Finally, describe how all EMPG funded staff will meet grant criteria. This includes all Independent Study (IS) courses (100, 200, 700, 800, 120, 230, 235, 240, 241, 242, and 244). If all funded staff has completed the courses, include that in the text. Go on to detail how all funded staff will meet the exercise requirements (3 total exercises, including 1 full scale).

This is the section to go into detail on the plans specific requirements. It's better to have too much detail, than paragraphs full of sweeping generalities that mean nothing.

■ **Methodology and Tracking:**

Use this section to describe how the building block method of exercise design will be utilized. After that, detail how After Action Reports/Improvement Plans will be written, filed, and tracked. Again, it's pointless to write an Improvement Plan if no one follows up on the recommendations contained in it. This would be a good place to restate the plans completion standards.

■ Multi-Year Training and Exercise Schedule

There are a couple different ways to take care of this section: 1. List out all planned training sessions and exercises in chronological order, or: 2. Fill in the table provided in the HSEEP template. The chronological listing is easy to create, but is more difficult to interpret and track after it has been written. The table takes more time to develop, but is much easier to understand at a glance, and easier to track what events have happened and what's coming in the future. A combination of these two methods may be used, for example, a listing of training classes and a table of planned exercises.

If the textual listing is chosen, remember to provide dates, and exercise type. Since this is a 3 yr. plan, don't worry if exact dates are not selected in years 2 and 3. If the table method is used, fill in the core capabilities selected in the cells on the left hand column, and fill in the months of a particular year in the cells along the top. List the training or exercise event in the row of the appropriate capability, and in the column of the correct month. Color coding here really helps. For an example, refer to the NDDDES 3 Year Training and Exercise Plan. This can be found on the NDDDES website: www.nd.gov/des/training/. Create a new table (on a new page) for each of the 3 years.

■ Final Steps

Finally, proofread and edit the document. Check for accuracy of information, schedules, typos, and grammar. Don't be afraid to change sections that may not make sense to someone outside of the jurisdiction.

When the final document is approved at the local jurisdictional level, forward an electronic copy to the NDDDES Training and Exercise Section. After a review of the plan, an email will be sent back to the submitting jurisdiction; either notification of plan approval or suggestions for improvement before re-submittal.

Do not hesitate to contact the NDDDES Training and Exercise staff at any time in this process, if questions or further guidance is required.

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