



NDDDES 3 Year Training and Exercise Plan Writing and Submission Guidelines September 2019

Emergency Management Performance Grant guidelines require that each jurisdiction receiving funds shall complete and submit a 3-year Training & Exercise Plan. Therefore, the NDDDES Training & Exercise section has produced the following set of guidelines for the writing and submission of the 3 yr. TEP. Each submitting jurisdiction is expected to follow the guidelines to the best of their abilities. These guidelines have been developed using the ND Revised (HSEEP) Training and Exercise Plan Template. Training and Exercise Plans may be submitted as a single jurisdiction, multi-jurisdictional group, or regional group. If multi-jurisdictional or regional plans are submitted, it must be evident that each represented jurisdiction has been actively involved in the planning process. This can be demonstrated by sign-in sheets from planning meetings or discussing in the “preface” section of the plan a process that describes how each jurisdiction actively contributed to the plan. Approval of the final document with contributing to the plan does not meet the expectation of active participation.

This template is available in the resource library on the NDDDES training & exercise website (<https://www.des.nd.gov/preparedness/training-and-exercise/resource-library>).

How to get started:

Each jurisdiction shall hold a planning meeting or Training & Exercise Planning Workshop (TEPW). Meeting minutes and sign-in sheets should be included as an appendix to the training and exercise plan. 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 be found on the HSEEP website (<https://preptoolkit.fema.gov/hseep-resources>). 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 ND Revised (HSEEP) Training and Exercise Plan 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 training and exercise 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. Objectives should be specific to training and

exercise, measurable, achievable, realistic, and time bound at a minimum to which year within the 3 year time line (20xx) the objective is expected to be met.(SMART).

Guidelines for the use of the HSEEP template:

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

- Use of current ND Revised (HSEEP) Training and Exercise Plan Template /format.
- Evidence of a training and exercise planning meeting or workshop. Include meeting minutes and/or sign in sheet.
- Identification of 3-5 core capabilities that provide basis for training program objectives.
- Training and exercise objectives and completion targets are defined.
- Training and exercise schedules align with the objectives. Classes and exercises included in the schedule can be directly related back to the core capabilities and objectives defined in the plan.
- Exercise schedule shows progression from year to year. The same exercise cannot be used to meet the EMPG requirement (1 exercise that tests the local emergency operations plan and local responders in your jurisdiction) for multiple years. (Examples: Pipeline exercises, WARNEX exercises and POD exercises)
- 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.

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. Report on the status of the goals and objectives from the previous year's plan. Describe what has been accomplished and how it impacts the jurisdiction's level of preparedness. Address unmet goals, changed goals, and how and obstacles can be overcome to meet the goals of the upcoming year.

Points of Contact:

List who is responsible for the document, and who is can administer and execute the plan contained therein. These should be your local contacts. 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 *your 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 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 training and exercise goals and objectives (not program objectives). The objectives should be **SMART** (Specific, Measurable, Attainable, Realistic, Timely). 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.

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

Methodology & Tracking:

Use this section to describe how you assess the effectiveness of your training and exercise program. Describe how your program progresses to challenge responders and emergency management staff with increasingly advanced training and increasingly complex exercises.

Detail how After-Action Reports/Improvement Plans will be written, filed, and tracked. Describe how you implement change and reinforce lessons learned. It's pointless to write an Improvement Plan if no one follows up on the recommendations contained in it.

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 have completed the courses, include that in the text.

Multi-Year Training & Exercise Schedule:

The Training and Exercise calendar should include a span of three years. Each year's calendar shall begin with the month of July (at the left side of the page) and end with the month of June (at the right side of the page). Core capabilities identified in the plan should be listed in a column at the left side of the page. Threats and hazards aligned with the core capabilities will be identified at the bottom of each calendar page and color coded. Events are added to the calendar they are aligned by month of event and core capabilities addressed and color coded to identified threat/hazard.

If you are cooperating to develop a *regional or multi-jurisdictional training and exercise plan*, the plan must include a calendar for each jurisdiction that includes the training and exercise events that will occur within that jurisdiction. Each calendar needs to clearly identify the jurisdiction responsible for the calendar of events.

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. Be sure to remove the gray color from sections of instruction in the template.

When the final document is approved by your jurisdictions process, forward an electronic copy to the NDDDES Training & 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. When your plan has been approved, upload the document to your EMPG application in "DES Grants".

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

<p>Brenda Vossler Training & Exercise Officer 701-328-8106 bvossler@nd.gov</p>	<p>Larry Regorrah Training & Exercise Specialist 701-328-8264 lregorrah@nd.gov</p>
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