

[Sponsor Organization]

ND Multi-year Training and Exercise Plan

[Date]

PREFACE

[Provide introductory language as necessary. Include the following:

- The role of the Multi-year Training and Exercise Plan (TEP);
- The years covered under the TEP;
- Which department(s) administer the TEP; and
- Who is required to abide by the TEP.]
- **Report on the status of the goals and objectives from the previous year's TEP.** Talk about what was accomplished and what impact it has had on your jurisdiction's level of preparedness. Talk about what was not accomplished and describe the circumstances that presented challenges and roadblocks and how you plan to overcome those challenges in the coming year.

POINTS OF CONTACT (POCs)

[Local Administrative Agent:]

Name
Title
Agency
Street Address
City, State ZIP
xxx-xxx-xxxx (office)
xxx-xxx-xxxx (cell)
e-mail

[Local Exercise POC:]

Name
Title
Agency
Street Address
City, State ZIP
xxx-xxx-xxxx (office)
xxx-xxx-xxxx (cell)
e-mail

[Local Training POC:]

Name
Title
Agency
Street Address
City, State ZIP
xxx-xxx-xxxx (office)
xxx-xxx-xxxx (cell)
e-mail

PURPOSE

[Modify and augment language in this section as appropriate.]

The purpose of the Multi-year Training and Exercise Plan (TEP) is to document [your jurisdictions] overall training and exercise program priorities for a specific multi-year time period. It is a living document that will be updated and refined annually and as needed when threats, hazards, or priorities change. These priorities are *core capabilities* selected using rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the core capabilities needed to address its training and exercise program goals and objectives.

The Multi-year TEP will lay out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year training and exercise program enables [your jurisdiction] to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, organizations can address known training shortfalls prior to exercising capabilities.

The Multi-year TEP will also serve as a companion document to the [your jurisdiction's] [Name any other documents such as strategic plans or LEOPs that your training and exercise plan supports], and can provide a roadmap for [your jurisdiction] to follow in accomplishing the priorities and goals described therein.

Included in this Multi-year TEP is a training and exercise calendar, which includes activities scheduled for the years [July 1, YYYY through June 30, YYYY].

PROGRAM PRIORITIES

[In this area briefly describe how the organization decided upon its priorities. As appropriate, discuss how your jurisdiction's existing strategy documents (e.g., strategic plans, LEOPs), threat and hazard identification and risk assessments (THIRA), capabilities assessments, and past After-Action Reports (AARs) and Improvement Plans (IPs) informed the development of the priorities. Provide the date, location, and agencies represented at the jurisdiction's Training and Exercise Planning Workshop (TEPW). Summarize the decisions/recommendations coming from the TEPW. {Include a sign in sheet of those in attendance and meeting minutes as an appendix to this plan}. If a regional or multi-jurisdictional plan is submitted, include proof of participation and agreement of all parties. Then, identify 3-5 specific *core capabilities* that will be your focus for the time period addressed in the Multi-year TEP and briefly describe each priority. Include as many core capabilities as appropriate.]

1. [Core Capability]
2. [Core Capability]
3. [Core Capability]
4. [Core Capability]
5. [Core Capability]

[For each core capability, list your jurisdictions corresponding threats and hazards from your THIRA or HIRA, reference(s) to Improvement Planning (IP) items or guidance documents (if applicable), **objectives for each core capability**, and the training and exercises included in your training and exercise schedule that will support the priority and associated core capabilities.]

Core Capability #1]

[Enter the core capability definition from the National Preparedness Goal.]

Corresponding Threats/Hazards #1:

- [Identify the threats and hazards for your jurisdiction that are associated with addressing the specified core capability.]

Core Capability Training and Exercise Objectives

- **Objective #1:** [For each core capability identify one or more objectives for your training and exercise program to accomplish in the next three years. Objectives should be specific to training and exercise, measurable, achievable, realistic, and time bound (SMART). Specify what will be accomplished in year 1, year 2 and year 3.]
- **Objective #2:**
- **Objective #3:**

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that support your decision to identify this core capability as priority.]

Supporting Training Courses and Exercises:

[Identify training courses—including course numbers and names—that support the specified core capabilities or correlating threats/hazards. Identify who the intended audience from your jurisdiction is for the identified courses. Also list any exercises you have included in this plan that will address the core capabilities. List only those training courses and exercises that the organization will choose to conduct or attend over the following 3 years.]

Core Capability #2]

[Enter the core capability definition from the National Preparedness Goal.]

Corresponding Threats/Hazards #1:

- [Identify the threats and hazards for your jurisdiction that are associated with addressing the specified core capability.]

Core Capability Training and Exercise Objectives

- **Objective #1:** [For each core capability identify one or more objectives for your training and exercise program to accomplish in the next three years. Objectives should be specific to training and exercise, measurable, achievable, realistic, and time bound (SMART). Specify what will be accomplished in year 1, year 2 and year 3.]
- **Objective #2:**
- **Objective #3:**

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that support your decision to identify this core capability as priority.]

Supporting Training Courses and Exercises:

[Identify training courses—including course numbers and names—that support the specified core capabilities or correlating threats/hazards. Identify who the intended audience from

your jurisdiction is for the identified courses. Also list any exercises you have included in this plan that will address the core capabilities. List only those training courses and exercises that the organization will choose to conduct or attend over the following 3 years.]

[Core Capability #3]

[Enter the core capability definition from the National Preparedness Goal.]

Corresponding Threats/Hazards #1:

- [Identify the threats and hazards for your jurisdiction that are associated with addressing the specified core capability.]

Core Capability Training and Exercise Objectives

- **Objective #1:** [For each core capability identify one or more objectives for your training and exercise program to accomplish in the next three years. Objectives should be specific to training and exercise, measurable, achievable, realistic, and time bound (SMART). Specify what will be accomplished in year 1, year 2 and year 3.]
- **Objective #2:**
- **Objective #3:**

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that support your decision to identify this core capability as priority.]

Supporting Training Courses and Exercises:

[Identify training courses—including course numbers and names—that support the specified core capabilities or correlating threats/hazards. Identify who the intended audience from your jurisdiction is for the identified courses. Also list any exercises you have included in this plan that will address the core capabilities. List only those training courses and exercises that the organization will choose to conduct or attend over the following 3 years.]

[Core Capability #4]

[Enter the core capability definition from the National Preparedness Goal.]

Corresponding Threats/Hazards #1:

- [Identify the threats and hazards for your jurisdiction that are associated with addressing the specified core capability.]

Core Capability Training and Exercise Objectives

- **Objective #1:** [For each core capability identify one or more objectives for your training and exercise program to accomplish in the next three years. Objectives should be specific to training and exercise, measurable, achievable, realistic, and time bound (SMART). Specify what will be accomplished in year 1, year 2 and year 3.]
- **Objective #2:**
- **Objective #3:**

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that support your decision to identify this core capability as priority.]

Supporting Training Courses and Exercises:

[Identify training courses—including course numbers and names—that support the specified core capabilities or correlating threats/hazards. Identify who the intended audience from your jurisdiction is for the identified courses. Also list any exercises you have included in this plan that will address the core capabilities. List only those training courses and exercises that the organization will choose to conduct or attend over the following 3 years.]

[Core Capability #5]

[Enter the core capability definition from the National Preparedness Goal.]

Corresponding Threats/Hazards #1:

- [Identify the threats and hazards for your jurisdiction that are associated with addressing the specified core capability.]

Core Capability Training and Exercise Objectives

- **Objective #1:** [For each core capability identify one or more objectives for your training and exercise program to accomplish in the next three years. Objectives

should be specific to training and exercise, measurable, achievable, realistic, and time bound (SMART). Specify what will be accomplished in year 1, year 2 and year 3.

- **Objective #2:**

- **Objective #3:**

Rationale:

- [As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that support your decision to identify this core capability as priority.]

Supporting Training Courses and Exercises:

[Identify training courses—including course numbers and names—that support the specified core capabilities or correlating threats/hazards. Identify who the intended audience from your jurisdiction is for the identified courses. Also list any exercises you have included in this plan that will address the core capabilities. List only those training courses and exercises that the organization will choose to conduct or attend over the following 3 years.]

METHODOLOGY AND TRACKING

[In this section, describe how the training courses and exercises were chosen and how they will be tracked with respect to progression and improvement. The tracking approach should:

- Describe how you will challenge responders and emergency management staff with increasingly advanced coursework and scenarios;
- Describe how you will incorporate, reinforce, and verify lessons learned;
- Identify demonstrated capabilities and areas in need of improvement;
- Describe how you evaluate exercises and implement corrective action for exercises, and how you evaluate the effectiveness of your training and exercise plan.
- Describe how you share lessons learned and best practices from training courses and exercises.
- Describe the status of EMPG funded program staff in completing the required independent study courses or Basic Academy, and if not complete a detailed plan/timeline for meeting the requirement.]

MULTI-YEAR TRAINING AND EXERCISE CALENDAR

[The following instructions are provided to guide you in filling in the calendar template. The template can be modified to meet the requirements of the organization. The guidelines in this section will assist you in entering the appropriate information into the template.]

- Enter your jurisdiction name and the appropriate year in which the training course and/or exercise will be conducted followed by a designation, in parentheses, of which year it is in the Multi-year TEP on the schedule cycle at the top of the page. Each calendar should begin with July at the right side of the page and end with June at the left side of the page.
- Enter the core capabilities identified by the participating whole community stakeholders on the left side of the schedule.
- Enter the correlated threats below the calendar and color code each threat.
- The schedule is broken into quarters and months. Enter each training course and/or exercise in the appropriate quarter and month. If an exact date is not yet determined, enter the information into the appropriate year or quarter.
- Align events in the schedule to the core capabilities addressed by the training or exercise event.
- Color-code cells based on the **correlated threat associated with** each training course and exercise so that users can easily understand what training course or exercise addresses what threats.
- Remember to consider the cycle, mix, and range of training and exercises. Make sure that your scheduled training and exercise events address the core capabilities you selected as the focus of your plan.]

[Organization] Multi-year Training and Exercise Schedule [July 1, Year to June 30, Year (1)]

Core Capability	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Program Threats and Hazards Addressed: [Insert threats/hazards identified in the plan in boxes below. In the schedule, color-code events to identify which threats/hazards are addressed by each training or exercise event.]

Threat/Haz 1 [Natural Threat]	Threat/Haz 2 [Adversarial Threat]	Threat/Haz 3 [Technical Threat]	Threat/Haz 4 [Other designations]	Threat/Haz 5 [Other designations]	Threat/Haz 6 [Other Designations]
----------------------------------	--------------------------------------	------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

[Organization] Multi-year Training and Exercise Schedule [July 1, Year to June 30, Year (2)]

Core Capability	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Program Threats and Hazards Addressed: [Insert threats/hazards identified in the plan in boxes below. In the schedule, color-code events to identify which threats/hazards are addressed by each training or exercise event.]

Threat/Haz 1 [Natural Threat]	Threat/Haz 2 [Adversarial Threat]	Threat/Haz 3 [Technical Threat]	Threat/Haz 4 [Other designations]	Threat/Haz 5 [Other designations]	Threat/Haz 6 [Other designations]
----------------------------------	--------------------------------------	------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------

[Organization] Multi-year Training and Exercise Schedule [July 1, Year to June 30, Year (3)]

Core Capability	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun

Program Threats and Hazards Addressed: [Insert threats/hazards identified in the plan in boxes below. In the schedule, color-code events to identify which threats/hazards are addressed by each training or exercise event.]

Threat/Haz 1 [Natural Threats]	Threat/Haz 2 [Adversarial Threats]	Threat/Haz 3 [Technical Threats]	Threat/Haz 4 [Other designations]	Threat/Haz 5 [Other designations]	Threat/Haz 6 [Other designations]
-----------------------------------	---------------------------------------	-------------------------------------	--------------------------------------	--------------------------------------	--------------------------------------