# Multi-Year Training and Exercise Plan

**Reference Guide**

**Types of exercises**

**Discussion Based:**

**Seminar**- A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures. ​

**Workshop-** A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy.​

**Tabletop Exercise (TTX) -** A TTX involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.​

**Game-** A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or assumed real-life situation.

**Operations Based:**

**Drill-** Coordinated, supervised activity usually to test a **single**, specific operation within a plan. ​

**Functional Exercise (FE) -**Examines and/or validates the coordination, command, and control among various multi-agency coordination centers (e.g., emergency operation center, joint field office, etc.). A functional exercise does not involve any “boots on the ground” (i.e., first responders or emergency officials responding to an incident in real time).​

**Full-Scale Exercise (FSE) -**Multi-agency, multi-jurisdictional, multi-discipline exercise involving functional (e.g., joint field office, emergency operation centers, etc.) and “boots on the ground” response (e.g., firefighters decontaminating mock victims).

# Multi-year Planning, Training, and Exercise Plan Template (MYTEP)

The template below is not intended to depict a complete exercise plan. Facilities should add exercises based on their needs assessment or HVA and staff competencies.

Key:

**Training**

**Exercise**

Tip: Be sure to insert any real-life scenarios that will count as exercises or drills.

Training and Exercise Schedule 2022

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q 2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
|  |  |  |  | *Ex. Donning & Doffing PPE – All patient care staff* |  |  |  |  |  | *Ex. Highly Infectious Disease Response TTX* |  |

Training and Exercise Schedule 2023

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
|  |  |  | *Ex. Highly*  *Infectious*  *Disease Response*  *Functional* |  |  |  |  |  |  |  |  |

Training and Exercise Schedule 2024

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

Training and Exercise Schedule 2025

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |

Training and Exercise Schedule 2026

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
|  |  |  |  |  |  |  |  |  |  |  |  |