

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:**  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 25 April 2016  
**Response Date:** 3 May 2016  
**Type of TA Request:** Standard

### Request:

[REDACTED] asked if ASPR TRACIE had or knew of any regional/ Health Care Coalition (HCC) training and exercise calendar tools/ templates.

### Response:

The ASPR TRACIE Team conducted a search on regional/ HCC training and exercise calendar tools/ templates. We also reached out to ASPR TRACIE Subject Matter Expert (SME) Cadre members for additional resources and feedback. Section I includes HCC training and exercise calendar tools and templates. Section II provides other tools and templates related to training and exercises.

## I. HCC Training and Exercise Calendar Tools and Templates

Federal Emergency Management Agency, Homeland Security Exercise and Evaluation Program. (2012). Multi-year Training and Exercise Plan. (See Attached.)

This template can be used to document an organization's overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document that can be updated and refined annually.

Florida Department of Health. (n.d.). [Training and Exercise Planning: Multi-Year Training and Exercise Plan \(MYTEP\)](#). (Accessed 5/2/16.)

This webpage provides several MYTEP's for the State of Florida starting from 2012 and going through 2020. The purpose of these plans is to provide training and exercise priorities and strategies to support the Florida Public Health and Healthcare Preparedness Strategic Plan. Although these plans are for the State of Florida, they can be adapted for the use of HCC training and exercise plans.

Iroquois Healthcare Alliance. (n.d.). [Preparedness Resources](#). (Accessed 5/2/16.)

This webpage contains various resources related to training and exercises, including training calendars for HCCs in the State of New York.

No Author. (n.d.). MYTEP Sample Template. (See Attached.)

This Excel spreadsheet is a template for a Training and Exercise Plan. It can be used to document information related to hospital training plans, such as the course name and description, and which partners hosted or participated in the training.

Tennessee Emergency Preparedness, KET (Knox/East Tennessee) Healthcare Coalition. (2015). [Budget Period 3 \(July 1, 2014 - June 30, 2015\) HPP Reporting Template.](#)

This report was developed by the KET HCC in Tennessee, and provides information on their HCC program indicators and developmental assessment factors. Specifically, Appendix E (Training/ Exercise Report) provides a list of their HPP related training and exercise activities and can be used as an example for other HCCs.

University of Iowa, College of Public Health, Upper Midwest Preparedness and Emergency Response Learning Center. (2013). [Capability-Based Training and Education Resources for Coalitions.](#)

This toolkit consists of a catalog of online trainings, resources, and drills and exercises organized by each of the 15 Public Health Emergency Preparedness Capabilities. There are six sections: Community Preparedness; Community Recovery; Emergency Operations Coordination; Emergency Public Information and Warning; Fatality Management; and Information Sharing.

U.S. Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, Hospital Preparedness Program. (n.d.). Support Document 3 – BP4 HPP Training Plan. (See Attached.)

Hospital Preparedness Program (HPP) awardees must clearly demonstrate that they conduct training according to HPP requirements. This template can be used to document training information such as, training name, frequency, dates, location, members trained, type of personnel trained, and how the training addressed a capability gap(s).

U.S. Health and Human Services, Office of the Assistant Secretary for Preparedness and Response, Hospital Preparedness Program. (n.d.). Support Document 5 – BP4 HPP Exercise Plan. (See Attached.)

Hospital Preparedness Program (HPP) awardees must clearly demonstrate that they perform exercises according to HPP requirements. This includes highlighting healthcare coalition participation in exercises. This template can be used to complete the exercise plan, and document information such as, exercise name, type, date, location, regional (HCC) and state involvement, funding type, capability tested, coalition participants, etc.

## II. Other HCC Training and Exercise Tools and Templates

No Author. (n.d.). Corrective Action Plan. (See Attached.)

This Word document is a template Corrective Action Plan. It can be used after conducting exercises to document corrective actions, rank order them, assign individuals responsible for following up on those actions, and establish start and finish dates, among other notable items.

No Author. (n.d.). Hospital Exercise Summary Template. (See Attached.)

This Excel spreadsheet is a template Hospital Exercise Summary. It can be used to log in information during hospital exercises, such as the date, time, exercise type/ event, scenario type, location, number of hospital participants, and external partners.

No Author. (n.d.). Performance Improvement Plan Template. (See Attached.)

This Word document is a template Performance Improvement Plan. It can be used after conducting exercises to document which capabilities require improvement activities, the associated performance measures, what is needed to make those improvements, and the priority level they are ranked (immediate, mid-level, or long-term).