

## TRAINING AND EXERCISE PLAN (TEP) TRANSITION

In an effort to align the Multi-Year Training and Exercise Plan (MYTEP / TEP) to the Emergency Management Performance Grant (EMPG) performance period, you will see transitions over the next several months. This fact sheet is designed to answer questions about maintaining stakeholder exercise compliance and the new approach to the TEP and Training Calendar development.

### Abbreviated TEP 1:

- Timeframe: January – September 2016
- Additional exercises for local participation:
  - August 10 – E-Team Seminar
  - August 16 – EOC Situational Assessment Drill

### Abbreviated TEP 2:

- Timeframe: October 2016 – June 2017
- Additional exercises for local participation:
  - October 20 – ShakeOut Drill
  - November TBD – TEPW
  - February TBD – EOC Drill
  - March TBD – TEPW
  - April TBD – EOC Drill
  - June TBD – EOC Drill

First full TEP and Training Calendar consistent with EMPG performance period:

- Timeframe: July 2017 – June 2018

## TRAINING AND EXERCISE PLANNING WORKSHOP (TEPW) TRANSITION

### Mini-TEPW 2:

- Timeframe: July – September 2016
- Format: Preparedness Area quarterly meetings
- Expectations:
  - Prior: Jurisdictions finalize January – December 2017 training requests with stakeholders: course code, training title, chosen date, and location. This will be the last opportunity for jurisdictions to introduce new trainings for inclusion in the following year's Training Calendar.
  - During:
    - Facilitator will walk Preparedness Areas through collaborating on similar trainings and exercises. Facilitators will ensure any new trainings or exercises are added and current trainings and exercises confirmed and finalized to the Preparedness Area TEP.
    - Jurisdictions will receive interactive presentation regarding Vigilant Guard Full-Scale Exercise.

- After:
  - Training and Exercise Unit will create second draft Training Calendar and Preparedness Area TEP and send to Preparedness Areas for revisions.
  - The nearly complete calendar will be sent to staff and adjunct instructors for bidding.
  - Training and Exercise Unit will coordinate any National Domestic Preparedness Consortium partner training requests on behalf of the local jurisdiction.

TEPW:

- Timeframe: November 9, 2016
- Format: 8 hour workshop in Albuquerque, location TBA
- Expectations:
  - Prior:
    - Jurisdictions finalize Preparedness Area TEPs and January – December 2017 Training Calendar for their specific trainings.
    - Jurisdictions bring initial training requests for January 2018 – June 2018 trainings: course code, training title, and three potential dates.
  - During:
    - Facilitator will walk Preparedness Areas and other partners through the final January – December 2017 Training Calendar. Jurisdictions will be able to concur or cancel trainings.
    - Facilitator will discuss State Agency and Preparedness Area TEPs.
    - Facilitator will walk Preparedness Areas through collaborating on similar trainings and exercises for January 2018 – June 2018.
    - Jurisdictions will receive interactive presentation regarding Vigilant Guard Full-Scale Exercise.
  - After:
    - Training and Exercise Unit will finalize January – December 2017 Training Calendar and send to all stakeholders. Trainings will be added to PreparingNewMexico and open for registration.
    - Training and Exercise Unit will create final Preparedness Area TEPs and send to all stakeholders.
    - Training and Exercise Unit will create draft January 2018 – June 2018 Training Calendar and send to Preparedness Areas for revisions.

TEPW:

- Timeframe: March 2017
- Format: 4-6 hour workshop in Santa Fe, location TBA, and Webinar
- Expectations:
  - Prior:
    - Jurisdictions finalize Preparedness Area TEPs and Training Calendar for their specific trainings.
    - Jurisdictions finalize training requests for January 2018 – June 2018 trainings: course code, training title, and three potential dates.

- During:
  - Facilitator will walk Preparedness Areas and other partners through the final January 2018 – June 2018 Training Calendar. Jurisdictions will be able to concur or cancel trainings. Facilitator will discuss State Agency and Preparedness Area TEPs.
- After:
  - Training and Exercise Unit will finalize January 2018 – June 2018 Training Calendar and send to all stakeholders. Trainings will be added to PreparingNewMexico and open for registration.
  - Training and Exercise Unit will create final Preparedness Area TEPs and send to all stakeholders.

TEPW / NCBRT MGT-418 Readiness: Training Identification Preparedness Planning:

- Timeframe: March 2018
- Format: 12 hour workshop in Albuquerque, location TBA, and Las Cruces, location TBA
- Expectations:
  - Prior:
    - Jurisdictions meet with internal stakeholders to create jurisdiction TEP and Training Calendar (highly recommended).
    - Jurisdictions finalize Preparedness Area TEPs and Training Calendar for their specific trainings.
    - Jurisdictions finalize training requests for July 2018 – June 2019 trainings: course code, training title, and three potential dates.
  - During:
    - Facilitator will walk Preparedness Areas and other partners through the final July 2018 – June 2019 Training Calendar. Jurisdictions will be able to concur or cancel trainings. Facilitator will discuss State Agency and Preparedness Area TEPs.
  - After:
    - Training and Exercise Unit will finalize July 2018 – June 2019 Training Calendar and send to all stakeholders. Trainings will be added to PreparingNewMexico and open for registration.
    - Training and Exercise Unit will create final Preparedness Area TEPs and send to all stakeholders.
    - Training and Exercise Unit will formalize process into the Training and Exercise Programs Manual.