

How to Develop a Multi-Year Training and Exercise (T&E) Plan **Fact Sheet on a Tool for the Water Sector**

In May 2011, the United States Environmental Protection Agency (EPA) published *How to Develop a Multi-Year Training and Exercise (T&E) Plan*, to serve as a step-by-step guide for utilities to continually improve preparedness and response capabilities.

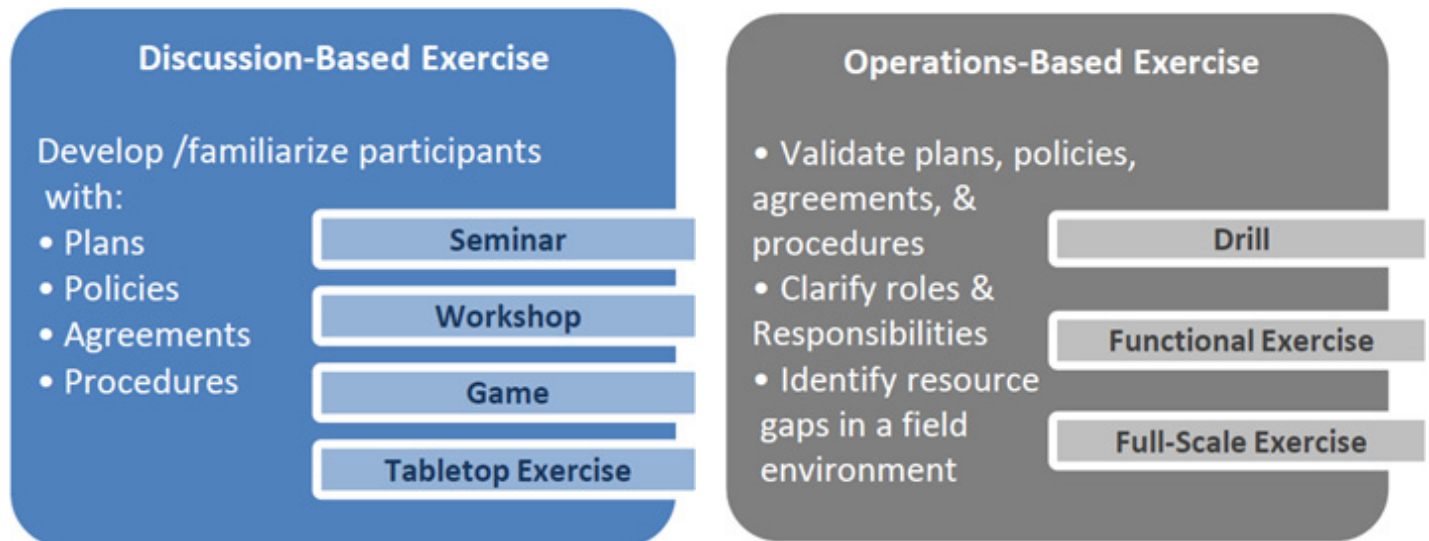
Benefits to Implementing a Multi-Year T&E Plan:

- Helps employees stay prepared and facilitates new employee understanding of the utility's preparedness plans and operations
- Provides managers and responders with a mechanism to evaluate operations and plans
- Focuses on continual improvement



Training and Exercises

Training is one of the first steps to ensuring your utility is properly prepared to respond to an emergency and may come in many forms. There are seven types of **exercises** defined within Department of Homeland Security's Homeland Security Exercise and Evaluation Program (HSEEP), each of which is either discussion-based or operations-based:



The material in *How to Develop a Multi-Year Training and Exercise (T&E) Plan* is compliant with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP provides a standardized policy, methodology, and terminology for exercise design, development, conduct, and evaluation. HSEEP compliant activities may increase funding opportunities for utilities through state administrative agencies. For more information on HSEEP, visit www.HSEEP.dhs.gov.

Components of a Multi-Year T&E Plan

Section 1. Purpose

Explains the purpose of your utility's multi-year T&E plan.

Section 2. Points of Contact

Provides a primary contact list for personnel involved with training and exercises at your utility. You should also include your local Emergency Management Agency training coordinator, and other emergency management contacts in your state and local jurisdiction. A template is included in the document for your use.

Keep your list of contacts updated as changes occur within the organization.

Section 3. Program Priorities/ Capabilities-Based Training

Identify **program priorities** to determine how training will support or complement your jurisdiction's preparedness priorities. Be sure to conduct a review of the utility's vulnerability assessment, existing plans (e.g., Emergency Response Plan), lessons learned from recent incidents or previous years' training and exercises, and any recent act, regulation, or initiative for additional information.

Capabilities-based preparedness emphasizes training and exercises of specific capabilities (e.g., maintaining operations during a power outage), rather than general threats or incidents (e.g., hurricane, tornado). Capabilities are applicable to a wide variety of threats and incidents. For example, a utility located in an area prone to power outages may want to develop the capability to operate using backup generators.

Section 4. Methodology and Improvement Tracking

Methodology describes how the training courses and exercises will be chosen and how they will be tracked with respect to progression and improvement.

Section 5. Multi-Year Training and Exercise Plan Schedule

The template and examples included in the appendices will help you complete your training schedule (example shown to the right). The template can be modified to meet the requirements of your utility (e.g., small, medium, or large facilities).

Example Multi-Year T&E Plan Schedule for a Small Utility

AGENCY/ JURISDICTION	SMALL UTILITY MULTI-YEAR TRAINING & EXERCISE SCHEDULE: [2011 (YEAR ONE)]											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	J	F	M	A	M	J	J	A	S	O	N	D
SMALL UTILITY		TRAINING: TELEPHONE THREATS			EXERCISE: ERP WORKSHOP			EXERCISE: EMERGENCY CONTACT & CALL-IN SEMINAR			EXERCISE: ALL-HANDS ERP SEMINAR	
[NEIGHBORING UTILITY NAME]						EXERCISE: MUTUAL AID WORKSHOP						
[COUNTY HEALTH DEPARTMENT]							EXERCISE: PANDEMIC INFLUENZA TABLETOP					
[STATE PRIMACY AGENCY]												EXERCISE: WATER SECURITY WEBINAR
[LOCAL EMA]			TRAINING: ICS-100.A							TRAINING: NIMS IS-700.A		
[LOCAL FIRE DEPARTMENT]	TRAINING: HAZMAT SAFETY			TRAINING: EVACUATION DRILL								EXERCISE: HAZMAT SPILL DRILL

Priorities Addressed: Utility T&E Priorities (small utilities can leverage training sponsored by their response partners)



For Additional Information

How to Develop a Multi-Year Training and Exercise (T&E) Plan (EPA 816-K11-003, May 2011) is located online at <http://water.epa.gov/infrastructure/watersecurity/emplan/upload/epa816k11003.pdf>. For more information, please contact WSD-outreach@epa.gov.