# Multi-year Planning, Training, and Exercise Plan Template

Sample

The template below is not intended to depict a complete exercise plan. Facilities should add exercises based on their needs assessment 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 2020

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
| Annual Required Training in LMS  re: HCID |  | HCID presents to the ED |  | Donning & Doffing PPE – All patient care staff |  |  | ED Staff & MD Training HCID |  |  | EMS Education HCID |  |
|  |  | Lab HCID specimen manage-ment |  |  |  |  |  |  |  |  |  |

Training and Exercise Schedule 2021

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
| Annual Required Training in LMS  re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

Training and Exercise Schedule 2022

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1  Jan | Q1  Feb | Q1  Mar | Q2  Apr | Q2  May | Q2  Jun | Q3  Jul | Q3  Aug | Q3  Sept | Q4  Oct | Q4  Nov | Q4  Dec |
| Annual Required Training in LMS  re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

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 |
| Annual Required Training in LMS  re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

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 |
| Annual Required Training in LMS  re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

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To obtain this information in a different format, call: 651-201-5414.