# 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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1Jan | Q1Feb | Q1Mar | Q2Apr | Q 2May | Q2Jun | Q3Jul | Q3Aug | Q3Sept | Q4Oct | Q4Nov | Q4Dec |
| 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

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1Jan | Q1Feb | Q1Mar | Q2Apr | Q2May | Q2Jun | Q3Jul | Q3Aug | Q3Sept | Q4Oct | Q4Nov | Q4Dec |
| Annual Required Training in LMS re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

Training and Exercise Schedule 2022

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1Jan | Q1Feb | Q1Mar | Q2Apr | Q2May | Q2Jun | Q3Jul | Q3Aug | Q3Sept | Q4Oct | Q4Nov | Q4Dec |
| Annual Required Training in LMS re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

Training and Exercise Schedule 2023

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1Jan | Q1Feb | Q1Mar | Q2Apr | Q2May | Q2Jun | Q3Jul | Q3Aug | Q3Sept | Q4Oct | Q4Nov | Q4Dec |
| Annual Required Training in LMS re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

Training and Exercise Schedule 2024

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Q1Jan | Q1Feb | Q1Mar | Q2Apr | Q2May | Q2Jun | Q3Jul | Q3Aug | Q3Sept | Q4Oct | Q4Nov | Q4Dec |
| Annual Required Training in LMS re: HCID |  |  |  | Donning & Doffing PPE – All patient care staff |  |  |  |  |  |  |  |

www.health.state.mn.us

09/2019

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