



Florida Department of Health  
Public Health and Healthcare System  
Multi-Year Training and Exercise Plan  
**2012-2014**

Prepared in March 2011 by

**Division of Emergency Medical Operations  
Bureau of Preparedness and Response  
Training and Exercise Unit**

THIS PAGE IS INTENTIONALLY BLANK TO ENCOURAGE DOUBLE-SIDED PRINTING  
WHEN PRINTING IS NEEDED

---

## PREFACE

---

This Multi-Year Training and Exercise Plan (MYTEP) is written by the Bureau of Preparedness and Response in the Division of Emergency Medical Operations within the Department of Health (DOH). It is updated annually in the month of March and submitted to the Florida Division of Emergency Management (FDEM) for inclusion in the State of Florida MYTEP. Inputs to the development of the MYTEP come from a variety of sources, including:

- 2011-2013 Florida Public Health and Health Care (PHHP) Strategic Plan
- Federal requirements,
- Department of Health leadership vision and guidance
- The schedule of new or revised state plans and equipment purchases, and
- Lessons learned from real events or exercises.
- The annual Public Health and Healthcare Systems Preparedness Training and Exercise Needs Assessment,
- The State of Florida MYTEP guidance from Division of Emergency Management,
- The Homeland Security Evaluation and Exercise Protocol model MYTEP,
- Target Capability team training and exercise strategies,

Federal requirements for training and exercise are provided by the Department of Health and Human Services (DHHS), Assistant Secretary for Preparedness and Response (ASPR), and Centers for Disease Control and Prevention (CDC) cooperative agreements. Florida Department of Health (DOH) complies with provisions of the Homeland Security Exercise and Evaluation Program (HSEEP) to ensure consistency in exercise program development and management.

Florida DOH has a designated Training & Education Unit within the Bureau of Preparedness and Response; positions include a Training Coordinator, Exercise Program Coordinator, Evaluation Coordinator and a Unit Manager.

The Training Program Coordinator serves as the team leader for the Training and Exercise Support Team (TEST). TEST members provide training and exercise advice and assistance to 16 Target Capability Teams that are based on the Department of Homeland Security (DHS) Target Capabilities List. Target Capabilities are incorporated into the Florida DOH Public Health and Medical Preparedness (PHHP) Strategic Plan. TEST provides a review of training and exercises to assure alignment with this MYTEP.

The Exercise Program Coordinator serves as a member of the TEST. Primary responsibilities include providing exercise support which includes direct assistance to lead exercise planners in the development and delivery of exercises. In addition, this position identifies future exercise objectives from the lead planners, planning team, ESF 8 command, section leaders, unit leaders, and Bureau Leadership.

The Evaluation Coordinator also serves on the TEST and has a primary responsibility to coordinate the collection, analysis and integration of the After Action Reports/Improvement Plans into the planning system. This process provides the evidence to support growth of the planning, organization, equipment, training and exercises processes.

The MYTEP is posted to the DOH Public Health Preparedness Internet site for Training and Exercises: <http://www.floridashealth.com/prepare/training.htm>.

## POINTS OF CONTACT (POCs)

---

### Florida Department of Health

#### Division of Emergency Medical Operations:

Name: **Jean Kline, RN, BSN, MPH**  
Title: **Director**  
Address: **4025 Esplanade Way, Bin C-18, Tallahassee Florida 32399-1738**  
Phone: **850.245.4054**

#### Bureau of Preparedness and Response:

Name: **Rhonda White, MBA**  
Title: **Chief**  
Address: **4052 Bald Cypress Way, Bin A-23, Tallahassee Florida 32399-1720**  
Phone: **850.245.4128**

Name: **Susan Bulecza, RN, MSN, CNS, PHCNS-BC**  
Title: **Director of Preparedness**  
Address: **4052 Bald Cypress Way, Bin A-23, Tallahassee Florida 32399-1720**  
Phone: **850.245.4444 x 3383**

Name: **Michael McHargue**  
Title: **Director of Response**  
Address: **4052 Bald Cypress Way, Bin A-22, Tallahassee Florida 32399-1720**  
Phone: **850.245.4444 x 2103**

#### Training & Exercise Unit:

Name: **LT Aaron B. Otis, MPH, REHS/RS, REHP, FCP**  
Title: **Training & Exercise Unit Manager**  
Address: **Emily\_Wilson@doh.state.fl.us**  
Phone: **850.445.9265**

Name: **Emily Wilson, RS, MPH**  
Title: **Training Coordinator**  
Address: **Emily\_Wilson@doh.state.fl.us**  
Phone: **850.445.9265**

Name: **Ben St. John**  
Title: **Exercise Program Coordinator**  
Address: **4052 Bald Cypress Way, Bin A-23, Tallahassee Florida 32399-1720**  
Phone: **850.245.4040 x 3228**

Name: **Katie Pollard, M.M., B.M.E., B.M.**  
Title: **Evaluation Coordinator**  
Address: **4052 Bald Cypress Way, Bin A-23, Tallahassee Florida 32399-1720**  
Phone: **850.245.4444 x 2384**

## TABLE OF CONTENTS

---

PREFACE.....	III
POINTS OF CONTACT (POCS) .....	V
TABLE OF CONTENTS .....	VI
INTRODUCTION.....	7
Purpose.....	9
2011/12 Training Priorities.....	11
2011/12 Exercise Priorities:.....	16
METHODOLOGY AND IMPROVEMENT TRACKING.....	21
MULTIYEAR TRAINING AND EXERCISE SCHEDULE.....	25

## INTRODUCTION

The Florida Public Health and Healthcare System MYTEP developed by the Florida Department of Health is an output stemming from the communication, collaboration and coordination of the larger preparedness system consisting of the elements of planning, organizing, equipping, training, exercising and evaluation. The Training & Exercise Unit continues to build upon its strong foundation to support a proactive and evidence-based system. This foundation includes the TEST Tier 1 and Tier 2 curriculum and exercise review process, Project Public Health Ready, exercise/event after action review/improvement plan monitoring and training & exercise support. With these systems in place the Training & Exercise Unit is in a prime position to support the Bureau of Preparedness & Response as it continues to develop an evidence-based preparedness and response system.

The Training and Exercise Unit supports the Bureau's Planning Unit by working with the lead planners to identify planning, training, exercise and organizational needs based on evidence from previous exercises and real world events. Following the approval of each new/revised plan the Unit assists the Planning Unit in the delivery of initial training and exercise. This initial training includes a brief orientation to the plan followed by a discussion-based exercise. Each exercise results in lessons learned that are monitored for implementation by the Evaluation Coordinator.

In addition to supporting the planning system, the Unit will work with each lead exercise planner to ensure the exercise objectives are based on an analysis of previous exercises/real world events and consistent with the MYTEP.

Once training and exercises are initiated, they continue to be reviewed by the TEST process, which is focused on ensuring curriculum:

- Is competency based,
- Aligns with job functions / response roles,
- Meets an identified need / gap, and
- Is streamlined to avoid duplication or identify where it exists.

Additionally, the AAR/IP monitoring process is utilized to assist the Department in ensuring the completion of improvement tasks as well as providing the evidence to support change for the planning process, organization, equipment, training, exercising and the advancement of evaluation.

In the future the Unit plans to improve or add the following processes to the foundation.

- Integrate the AAR/IP Analysis into the preparedness system.
- Improved coordination with logistics section of the Bureau, providing evidence for procurement, training, or exercising of equipment.
- Implementation of a training evaluation report.
- Improved TEST process and marketing.
- Develop a user friendly after action reporting system that eliminates double entry and fosters the input of effective evidence.

- Support the County Health Departments in the analysis of their AAR/IPs.
- Continue to develop an evidence-based system.
- Implement an interactive web-based MYTEP.
- Improved the evaluation of CHD preparedness programs (Project Ready).
- Implement a DOH Responder Qualification System.
- Develop exercise support materials that expand upon HSEEP manual basics.

## Purpose

The purpose of this MYTEP is to provide a supporting training and exercise strategy to the Florida Public Health and Healthcare Systems Strategic Plan, hereafter cited as the “Strategic Plan.”<sup>1</sup> As stated in the 2011-2013 Strategic Plan, “Florida will continue developing a credentialing system for key response roles, typing assets and providing training and education opportunities to individuals and teams.” The Strategic Plan Goal #1 is to prepare the healthcare system for all hazards, which encompasses the Training and Exercise component.

Florida Department of Health complies with the Homeland Security Exercise and Evaluation Program by developing and maintaining the MYTEP. The Public Health and Healthcare Systems Multi-Year Training and Exercise plan identifies priorities to guide the delivery of training and exercises to the Public Health and Healthcare workforce. The maintenance of a competent, trained and credentialed workforce is critical in providing an effective response to any hazard. The desired outcome is that training and exercises provided will be consistent with this MYTEP and priority gaps in readiness will be closed.

HSEEP is a national program developed by the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA). Exercises funded through Federal agencies require HSEEP compliance. The Department of Homeland Security defines HSEEP compliance as:

1. Conducting an annual Training and Exercise Plan Workshop and developing and maintaining a Multi-year Training and Exercise Plan.
2. Planning and conducting exercises in accordance with the guidelines set forth in HSEEP Volumes I-III.
3. Developing and submitting a properly formatted After-Action Report/Improvement Plan (AAR/IP).
4. Tracking and implementing corrective actions identified in the AAR/IP

An HSEEP Mechanics Manual and self paced training can be found on the Bureau of Preparedness and Response public website.

<http://www.floridashealth.com/prepare/training.htm>

## Gap Analysis:

The Training and Exercise Support Team (TEST) supports 16 Strategic Plan Capability Teams (TCT). TEST is responsible for coordinating the implementation of the MYTEP among the Capability Teams. The TCT membership includes DOH staff and subject matter experts (SMEs) from agencies serving local communities. As TEST members advise TCTs on training and exercise policies and programs, they identify gaps in plans, equipment, and training. The 2010 Training and Exercise Needs Assessment focused on the Department of Health Emergency Operations Plan and Annexes to identify gaps in plan expectations and available training and exercise resources.

---

<sup>1</sup> [http://www.doh.state.fl.us/DEMO/php/PDFs/2011-2013PHHP\\_Strategic\\_Plan.pdf](http://www.doh.state.fl.us/DEMO/php/PDFs/2011-2013PHHP_Strategic_Plan.pdf) , Accessed on 3/23/11

## Workshops:

The coordination among TEST and the TCTs serves the practical purpose and intent of the HSEEP requirement for a MYTEP Workshop. In addition, DOH participates in the annual State MYTEP Workshop in coordination with FDEM. County Health Departments (CHDs) are expected to participate in the development of county MYTEPs that support regional plans and are incorporated into the State of Florida MYTEP. Additionally, Project Ready requires a training and exercise plan from each CHD applicant that is tailored to their needs and based on a CHD Training Needs Assessment.

## DOH Training Policy:

This plan is consistent with the Department of Health Training Policy (DOH 300-1-10)<sup>2</sup> that cites mandatory preparedness training for new employees. The FEMA IS 100, 700 and Public Health Preparedness Orientation must be completed within a specified timeframe from initial hire. This training is offered through the DOH Learning Management System and is available in online self-paced modules.

---

<sup>2</sup> <http://dohiws.doh.state.fl.us/Divisions/WFD/Policies/TrainingPolicy.pdf>, link only accessible by DOH employees, outside inquiries should contact FDOH.

**2011/12 Training Priorities**

The 2010 Training and Exercise Needs Assessment reviewed 15 operational plans with the lead planners. The data compiled on training for each plan identified references to training by title, subject, and intended audience, level of training, availability, delivery and last update. This was compared against the existing resources in the Learning Management System. A complete report is found at <http://www.floridashealth.com/prepare/training.htm>.

From this validated needs assessment new priorities were identified that build on strategies from the previous year. The training strategies and priorities for 2011 compared to those identified for 2010 are shown in the table below.

New Strategy- 2011/12	Old Strategy – 2010/11
1. Provide orientation training for each new and updated plan.	Assuring new employees were well grounded in all aspects of their work positions through the LMS, <i>PHP Training Catalog Guidelines</i> and Trak-it.
2. Continue building ESF 8 (Public Health and Medical) response capabilities.	Building ESF 8 (Health and Medical) response roles.
3. Provide position-specific credentialing using competency-based training for strike team members and other key responders.	Increasing and training staff for deployable strike teams.
4. Align training to emergency response plans.	Continuing HSEEP training to strengthen compliance across exercise planning, including conduct and evaluation.

Addressing the 2011/12 Strategies:

The strategies to maintain a competent, trained and credentialed workforce utilize and build upon existing systems. The sustainment strategies listed in Objective 1.3 of the Strategic Plan identify the online DOH Learning Management System, specifically Trak-It to support business processes. Training will link to the public health and healthcare planning priorities. Training will be evaluated for effectiveness in building public health preparedness and response capabilities.

- 1. Provide orientation training to identified responders and subject matter experts for each new and updated plan.**

The Planning Capability Team schedule for plans update (effective Feb 2011) is provided for the basis of the training calendar worksheet. Training and a scenario discussion are projected to be offered within 90 days after the plan is approved. Proposed plan updates and training/exercise delivery may be postponed due to response to “real-world” events.

## DOH Emergency Plans

Plan Component	Component Type	Update Cycle	Last Approval Date
Emergency Operations Base Plan	base plan	every 2 yrs	4/21/2009
Continuity of Operations Annex	functional	annual	7/6/2010
Crisis and Risk Communication Annex	functional	every 2 yrs	8/31/2010
Emergency Notification Annex	functional	every 2 yrs	4/9/2009
Epidemiology Support Annex	functional	every 2 yrs	
Isolation and Quarantine Annex	functional	every 2 yrs	2/5/2010
Logistics Support Annex	functional	every 2 yrs	10/25/2010
Mass Prophylaxis and Treatment Annex	functional	every 2 yrs	8/2/2010
Public Health Responder Safety & Hlth Annex	functional	every 2 yrs	
Strategic National Stockpile Appendix	functional	annual	2/15/2011
Biological Incident Annex	incident	every 2 yrs	8/2/2010
Chemical Incident Annex	incident	every 2 yrs	
Pandemic Influenza Appendix	incident	every 2 yrs	4/21/2009
Smallpox Appendix	incident	every 2 yrs	7/30/2010

## ESF 8 Emergency Plans

Plan Component	Component Type	Update Cycle	Next Update
CEMP Appendix 8: ESF8	Appendix	every 2 yr (Even)	2012 (FEB)
ESF8 SOP (aka Support Plan)	Standard Operating Guideline	every 2 yr	2011 (May)
Public Health & Medical Logistics Plan	Functional	every 2 yr	2012
PHM Interoperable Communications Plan	Functional	every 2 yr (Even)	2012
ESF8 Responder Safety & Health Plan	Functional	every 2 yr	2012
PHM Assessment Plan	Functional	every 2 yr	2012
Community Stabilization & Population Movement Plan	Functional	every 2 yr	2011
Ambulance Deployment Plan	Functional	every 2 yr	2012
Alternate Medical Treatment Site Plan	Functional	every 2 yr	2012
Mass Fatality Response Plan	Functional	every 2 yr	2012
Disaster Behavioral Health response Plan	Functional	every 2 yr	2011
Laboratory Response Plan	Functional	every 2 yr	2012
CEMP Biological Incident Annex	Incident Annex	every 2 yr (Even)	2012
Radiological Health Appendices	Incident Appendix	every 2 yr (Even)	2012

## 2. Continue building ESF 8 (Health and Medical) response capabilities

To address this priority, DOH will seek to provide position-specific training to build the Department's ESF 8 Chief, Section and Unit level staff. National Incident Management System (NIMS) All Hazards ICS position specific practicum courses are available through the FDEM.

These have been added to the MYTEP schedule for the Central Office ESF 8 capability team. The list is sorted by priority.

1.	NIMS ICS All-Hazards Logistics Section Chief
2.	NIMS ICS All-Hazards Planning Section Chief
3.	NIMS ICS All-Hazards Resources Unit Leader
4.	NIMS ICS All-Hazards Situation Unit Leader
5.	NIMS ICS All-Hazards Finance/Administration Section Chief Officer
6.	NIMS ICS All-Hazards Liaison Officer
7.	NIMS ICS All-Hazards Safety Officer
8.	NIMS ICS All-Hazards Commander
9.	NIMS ICS All-Hazards Supply Unit Leader
10.	NIMS ICS All-Hazards Facilities Unit Leader
11.	NIMS ICS All-Hazards Public Information
12.	NIMS ICS All-Hazards Finance/Administration Unit Leader

**3. Provide position specific credentialing using competency based training for strike team members and other key responders.**

The Domestic Security Oversight Committee (DSOC) approved and recognizes four teams for Public Health and Medical assets. The team members of Environmental Health Strike Teams, Epidemiology Strike Teams, Disaster Behavioral Health Assessment Teams, and Special Needs Shelter teams require specific competency-based training that is required for credentialing. Other key team responders requiring position-specific training include the established State Medical Response Teams (SMRT) under the State Medical Response System for medical surge care to victims and responders of disasters. As additional teams are adopted by the Asset Typing Management Group and DSOC, the training requirements for the members will be identified.

Each team will focus on training programs that will provide personnel who are prepared to deploy to a variety of ESF 8 incidents. In addition to the baseline mandatory ICS courses, additional emphasis will be placed on the NIMS required position-specific training. Subject matter-specific training is listed in the *Training Catalog, Guidelines and Listings for County Health Departments*<sup>3</sup> and provided as indicated on the training calendar. Strike Team members that are DOH employees can develop an individual training plan using the Response Role function in Trak-It.

Subject matter-specific team member courses offered in 2011-12 are listed below.

Public Health & Medical Strike Teams

- Environmental Health (EH) Preparedness Day, and Environmental Health Preparedness Online Orientation
- Special Needs Shelter Management and Operations Training
- Disaster Behavioral Health Assessment Team Training Annual In-Service and member training
- FIRST and I FIRST, Grand Rounds for Epidemiology and Environmental Health (EH)
- Fit Testing Train the Trainer (TTT) and Fit testing responders
- Electronic Medical Records for State Medical Response Teams

<sup>3</sup> <http://www.floridashealth.com/prepare/PDFs/PHP-TrainingCatalogVer5-0final.pdf> Accessed 3/23/11

- Radiological response training
- Team leader training

#### **4. Align training to emergency response plans.**

As DOH and ESF 8 public health emergency management plans are updated, each plan will explicitly state what competency-based training is expected for responders to effectively implement the plan. Job Action Sheets will be developed using the desired competencies, and will correspond to Knowledge Skills and Abilities of key responders. Training aligned to the competencies established by the plans can be identified based on TEST reviews of existing curriculum or identified as a gap by TEST. The Training and Exercise Section provides support to the Planning Capability Team to facilitate and contribute to the development of the training attachments to the plans.

Other training arranged by the Target Capability Team (TCT) included on the Multi-Year Training schedule section:

##### Planning Team:

1. Orientation to new and updated plans
2. Effective public health planning

##### Information Dissemination:

1. Media Skills, Pandemic and All Hazards
2. Tiered Crisis and Emergency Risk Communication
3. Intermediate Risk Communication Workshop
4. For Leaders, By Leaders, Crisis and Emergency Risk Communications
5. Joint Information Centers and Joint Information Systems
6. Public Information Officer 101

##### Community Surge

1. Emergency Medical Services (EMS) Disaster Protocols
2. EMS, CBRNE (Chemical, Biological, Radiological, Nuclear and Explosive) Mobile patient simulator
3. Disaster Behavioral Health Strike Team Annual In-service training
4. Alternate Care Sites (previously Alternate Medical Treatment Sites)
5. Triage Training
6. Ambulance Strike Team Leader Training

##### Environmental Health:

1. Radiation Emergency Assistance Center/Training Site (REACT/S) Rad Training
2. Food and Waterborne series
3. Forensic Investigations

##### Epidemiology

1. Monthly Grand Rounds
2. Essence
3. Merlin
4. Bi Weekly Updates

## Fatality Management

1. Fatality Management for Healthcare Providers
2. Florida Emergency Mortuary Response System (FEMORS) team training

## Laboratory

1. Packaging and Shipping (20 classes per year)
2. Sentinel Laboratory Response Network (LRN) (as scheduled)
3. First Responder Sample Collection (20 or more classes per year)
4. Chemical Threat Awareness (as scheduled)
5. Collecting Clinical Samples after a Chemical Threat Event (as scheduled)

## Hospital

1. Bombs, Burns and Blasts; Assessment, Treatment and Continuum of Care
2. Personal Protective Equipment and CBRNE agents (Train the Trainer)
3. Annual refresher for Personal Protective Equipment (PPE) and Decontamination for hospital decon team
4. One or more operational training in Partnership Memorandum of Understanding (MOUs), Interoperable Communications, Fatality Management, Medical Evacuations, or Tracking bed availability

## Community Preparedness:

1. Neighborhood Emergency Preparedness Planning
2. Medical Reserve Corp Orientation
3. Medical Reserve Corp Mission Essential Training
4. Federally Qualified Healthcare Centers Evacuation, COOP and re-entry

## Mass Prophylaxis

1. Logistics Training - Inventory Management System Training
2. Strategic National Stockpile (SNS) Receipt, State, Store (RSS) Training
3. On-line SNS orientation
4. SNS Second Wednesday monthly webinars
5. Bioterrorism and Mass Prophylaxis (TEEX MGT 319)

**2011/12 Exercise Priorities:**

The strategies to maintain a competent, trained and credentialed workforce utilize and build upon the existing systems. The sustainment strategies listed in Objective 1.3 of the Strategic Plan states that Homeland Security Exercise and Evaluation Program (HSEEP) compliance will be ensured for all exercises. The 2010 Training and Exercise inputs identified the exercise priorities below.

1.	Develop HSEEP exercises based on objectives determined from analyzing previous After Action Reports and Improvements Plans, DOH & ESF 8 plans, State ESF 8 Response Structure section and unit requirements and federal/state requirements.
2.	Conduct HSEEP Discussion-Based Exercises for each plan approved during this MYTEP cycle.
3.	Utilize a collaborative exercise building approach with Federal, Regional and State partners.
4.	Participant in a Region IV State Health Department Exercise.
5.	Continue implementation of the Asset Team exercise cycle.

**1. Develop HSEEP compliant exercises based on objectives determined from analyzing previous After Action Reports and Improvements Plans, State ESF 8 Response Structure section and unit requirements and federal/state requirements.**

In 2010, the Department of Health initiated an internal database to collect all AAR/IPs from exercises and real events. The database allows for the Training & Exercise Unit to monitor the progress of the corrective actions. In addition, the Evaluation Coordinator is able to analyze the data which is used to provide reports that identify strengths, weaknesses and a review of objective outcomes. This analysis will be utilized by the lead exercise planners to develop future exercises activities that are HSEEP compliant, aligned with DOH Response Plans, and incorporate objectives that test response capabilities. In addition, the Training & Exercise Unit will facilitate the development of exercise objectives from each of the State ESF 8 Response Structure Sections and Units. These objectives will be based on specific section and unit needs, previous analysis of AAR/IP and leadership inputs. Once developed, the State ESF 8 objectives will be published and provided to each lead exercise planner.

The exercise objectives priorities for this MYTEP include:

1. Develop exercises that focus on both DOH and ESF 8 plans
2. Develop exercises that focus on all 10 of the ESF 8 plans
3. Ensure exercises include exercise objectives beyond the Resource Logistics, Planning, Communications, Epidemiology and Intelligence Sharing

Finally, exercise objectives will be based on Federal and State requirements.

Hospital Federal Grant Exercise Requirements (FY2010/11):

1. Interoperable Communications;

2. Emergency System for Advance Registration of Volunteer Health Professionals (ESAR-VHP);
3. Partnerships/coalitions within areas selected for exercise (MSCC Tier 2); and
4. Fatality Management, Medical Evacuation, and/or Tracking of Bed Availability (two of these three areas).

CDC Grant Requirements (FY2010/11):

1. Functional exercise testing key components of mass prophylaxis dispensing plans
2. Medical supplies management and distribution plan exercise
3. Emergency notification (twice/year)

In summation, exercise objectives will be developed through analysis of previous exercises and real-world events, input from the State ESF 8 Response Structure and federal/state guidelines. Whenever possible, exercises will not be designed based on requirements but instead be objective-focused. The goal is for exercise objectives to focus on improving on previous results as seen in multiple exercises, rather than completing the required exercise requirements. The Training & Exercise Unit strongly supports the concept of focusing on evidence-based objectives that will lead to system growth.

**2. Conduct HSEEP compliant, discussion-based exercises for each plan approved during this MYTEP cycle.**

The Planning Target Capability Team and the ESF 8 Capability Team is charged with maintaining the state level Department of Health plans and the State ESF 8 plans, respectively. To complete this task, two State Planning Managers have been designated to coordinate the development and update of DOH and ESF 8 plans, respectively. To maintain current plans, the EOP and ESF 8 State Planning Managers have developed schedule for 2011-2014. The DOH plans by component and last approval are on the first table, and the ESF 8 plans by component and next update are found on the second table on page 12 or click on [link to plan schedule](#). The table on the following page shows the DOH plans and their future updates due by date. Flexibility in training/exercise delivery dates shall be included to accommodate any DOH “real-world” event response.

## DOH Emergency Plans

Plan Component	Future Plan Due Dates 2011-2014		
	Emergency Operations Base Plan	4/21/2011	4/22/2013
Continuity of Operations Annex	7/6/2011	7/5/2012	7/5/2013
Crisis and Risk Communication Annex	8/30/2012	9/1/2014	
Emergency Notification Annex	4/11/2011	4/10/2013	
Biological Incident Annex	8/1/2012	8/1/2014	
Isolation and Quarantine Annex	2/7/2012	2/6/2014	
Logistics Support Annex	10/24/2012	10/24/2014	
Mass Prophylaxis and Treatment Annex	8/1/2012	8/1/2014	
Strategic National Stockpile Appendix	2/15/2012	2/14/2013	2/14/2014
Pandemic Influenza Appendix	4/21/2011	4/22/2013	
Smallpox Appendix	7/31/2012	7/31/2014	

Once plans are approved by executive leadership, the Training & Exercise Unit will work with the EOP and ESF8 State Planning Managers, Emergency Coordination Officer (ECO), Lead Planners, key technical specialists, and others as designated by the ECO to implement orientation training to the new plans. The orientation training will typically be followed by a tabletop or other discussion-based exercise. Following the initial training and exercise, each lead planner will submit a list of exercise objectives to the Training & Exercise Section. The Section will be responsible for ensuring these objectives are tested following a comprehensive exercise plan that may extend over multiple years.

### 3. Utilize a collaborative exercise building approach with Federal, Regional and State partners

The Training & Exercise Unit will work with state ESF 8 response leaders and Federal, Regional and State partners to determine opportunities to exercise together. By exercising both vertically and horizontally, the Department of Health will improve the understanding of other agency and partner responsibilities and expectations.

Exercise frequency can be established by a response plan, federal requirement or by contractual obligation. By utilizing a collaborative approach with partners to exercise, requirements can be met by rolling in state specific objectives. The 2010 Needs Assessment of the response plans identified plans that cite a frequency of exercises as follows:

Quarterly: Strategic National Stockpile (SNS)

Annual: Continuity of Operations, Laboratory, Mass Prophylaxis, Strategic National Stockpile, Ambulance Deployment

Biennial: Fatality Management

### 4. Participant in a Region IV ESF 8 Exercise

This MYTEP supports the Region IV UPC which is outlined below:

“The Region IV ESF 8 Unified Planning Coalition (UPC) is a state-lead interstate public health and medical preparedness and response organization devoted to planning and the development of partnerships.

In March of 2006, Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee and federal ESF 8 representatives joined together to create the Region IV ESF8 Unified Planning Coalition (UPC). The concept was the result of lessons learned from the 2004 and 2005 hurricane seasons when states recognized the need for better regional coordination during disasters. Since that time, ESF 8 leaders from Region IV states and federal partners have been meeting on a quarterly basis to address key public health and medical issues and engage in extensive interstate preparedness planning.

The UPC is made up of Emergency Support Function 8 - public health and medical leadership from FEMA Region IV and federal ESF8 representatives.

#### Member States

- Alabama
- Florida
- Georgia
- Kentucky
- Mississippi
- North Carolina
- South Carolina
- Tennessee

#### Federal Partners

- U.S. Department of Health and Human Services
- U.S. Department of Veterans Affairs
- Centers for Disease Control and Prevention
- Federal Emergency Management Agency
- Department of Defense” (accessed on March 21, 2011 from <http://www.region4upc.org/Sites/upc/region4public.aspx>)

The Florida Department of Health will conduct an exercise with the other partners in the UPC to test the following objectives:

- Communications
- Emergency Operations Center Management
  - Coordinated situational awareness
  - Resource identification
- Medical Surge

#### **5. Continue implementation of the Asset Team exercise cycle.**

The Unit is committed to providing direct support to the Asset-Typed Teams in the development of their exercise program. In 2011, the team exercise will consist of both operations and discussion-based exercise elements. The exercise objectives will consist of mandatory objectives and optional objectives identified by the teams. The exercise plan is that the exercises outlined in this MYTEP will build upon the mandatory objectives and result in operations-based exercises in 2012

(Functional) and 2013 (Full-Scale). The concept for optional [team] objectives is that the teams will need to test different objectives, due to their individual team needs.

The Asset-Typed Team Objectives are as follows:

- 2011 Mandatory Exercise Objectives include
  - Communications- demonstrate the ability to communicate incident information within the team. Including formal communications with the chain of command and informal communications between teams.
  - On-site Incident Management– demonstrates the ability to augment the county incident system with an asset-typed team by effectively directing, coordinating, and managing a response to a biological incident.
  - Planning- demonstrate the ability to for team leads to conduct tactical operations planning based on incident objectives provided during a briefing.
  - Emergency Operations Center Management- demonstrates the ability to roster an asset-typed team within a set time-frame.
- 2012-2013 Mandatory Exercise Objectives include
  - Communications
  - On-site Incident Management
  - Planning
  - Emergency Operations Center Management
- 2011-2013 Optional Objectives
  - To be set by individual teams

## METHODOLOGY AND IMPROVEMENT TRACKING

---

### Learning Management System (LMS)

Florida DOH Central Office and CHD trainers are instructed to use the online DOH Learning Management System - Trak-it software to record individual training. This system can be used to produce individual development plans for specific response roles. Mandatory training, ICS 100, 700, 800 and Public Health Preparedness Orientation can be tracked for DOH using the LMS.

### NEXS

All exercises sponsored by Florida DOH Central Office are recorded in HSEEP NEXS System and the Corrective Action Program (CAP) System. County and local-level exercise planners are rigorously encouraged to do the same. All are encouraged to submit lessons learned and candidate best practices to the national Lessons Learned Information System (LLIS). Exercise event sponsors are responsible for posting exact dates and summary information on the HSEEP NEXS.

### Tier Reviews

Training and exercises funded by CDC or ASPR that are developed for Florida's PPHP workforce are reviewed for quality and compliance with the MYTEP in a two-tier process. The Training and Exercise Support team conducts monthly reviews for Tier 1 and the Regional Health and Medical Co-Chairs conduct the Tier 2 reviews. All comments and approvals for curriculum and exercises are tracked using the project management program, DAPTIV.

### Calendars

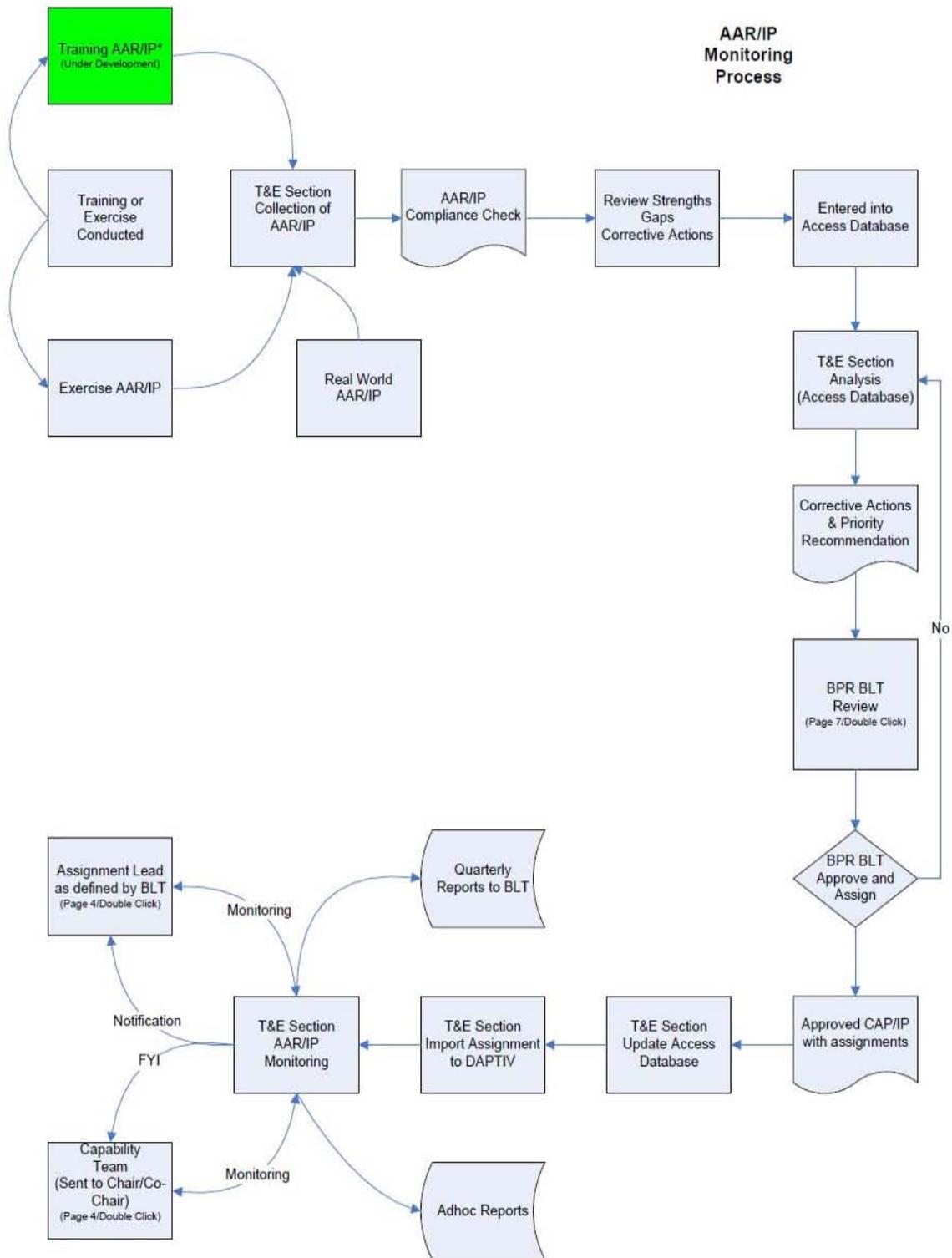
A training calendar for all Domestic Security preparedness disciplines is found at the FDEM website: <http://www.floridadisaster.org/TrainingCalendar/index.asp>.

Training for Public Health and Healthcare Preparedness is listed on a public calendar found at <http://calendar.doh.state.fl.us/main.php?calendar=PHMPTraining>

Training and exercise event sponsors are responsible for requesting their dates be posted on these calendars. The exercise sponsor is responsible for posting exact dates on NEXS.

### AAR Database

In 2010, the Florida Department of Health began development of an After Action Database which assists in measuring performance, identification of gaps in plans and exercises, and providing internal reports from which lessons learned can be tracked and reinforced. After completion of an exercise, project managers complete an AAR/IP in compliance with HSEEP requirements. Project managers submit completed evaluations to the Bureau of Preparedness and Response (BPR) Training and Exercise Unit (T&E Section). Exercise strengths, gaps, objectives, related DOH Response Plans, Federal Capabilities, corrective actions and other recommendations are entered into an AAR database that is maintained by the T&E Section. AAR/IPs from real world events are also entered. Once entered, into the system, the T&E Section analyzes the information and develops reports for the Bureau Leadership Team (BLT), containing recommended assignments and follow-up. Assignments are imported into the project management software program DAPTIV. This process for improvement tracking is shown in the diagram "AAR/IP Monitoring Process" below (note this diagram is an excerpt and the embedded page references don't apply to this MYTEP).



The Master MYTEP Schedule for Health and Medical training and exercises projected for 2012, 2013 and 2014 is provided in the calendar tables on the following pages. Mandatory training courses for DOH employees are not included on the training schedule. These projected calendar timeframes are expected to change as exercise and training program planning is formalized, and support requirements are identified and funded. These calendars estimate the month training or exercise events are to be conducted. Flexibility in training/exercise delivery dates shall be expected to accommodate any DOH “real-world” event response.

## **MULTIYEAR TRAINING AND EXERCISE CALENDAR ABBREVIATIONS**

AMTS – Alternative Medical Treatment Site

BT -- Bioterrorism

CBRNE – Chemical, Biological, Radiological, Nuclear, Explosive

CERC – Crisis and Emergency Risk Communications

COOP Continuity of Operations Plan

CRI – City Readiness Initiative

EH – Environmental Health

EHTER – Environmental Health Team Emergency Response

EMS – Emergency Medical Services

Epi- Epidemiology

ER – Emergency Room

FDENS – FDOH Emergency Notification System

FEMORS– Florida Emergency Mortuary Response

FIRST- Field Investigations Response for Strike Teams

FSE – Full Scale Exercise

GOV – Governor's

I-FIRST- Intermediate Field Investigations Response for Strike Teams

LRN – Laboratory Response Network

MRC -- Medical Response Corps

NEPP- Neighborhood Emergency Preparedness Planning

REAC/TS – Radiation Emergency Assistance Center/Training Site

RSS- Receipt, Stage and Storage function of the Strategic National Stockpile

SMRT – State Medical Response Team

SNS – Strategic National Stockpile

TEEX – Texas Engineering Extension Service

TTT – Train the Trainer

WKS -- Workshop

WMD – Weapons of Mass Destruction

# TRAINING WORKSHEETS

2012

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
<b>Planning Team</b>	Orientation to new and updated plans	Orientation to new and updated plans, Effective Planning	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans	Orientation to new and updated plans, Effective Planning	Orientation to new and updated plans
<b>Information Dissemination</b>	Media Skills	CERC		Intermediate Risk Comms		CERC	For Leaders		JIC/JIS	PIO 101		
<b>Community Surge</b>	EMS Disaster Protocols	EMS CBRNE Mobile Simulator	EMS Disaster Protocols	EMS CBRNE Mobile Simulator	Annual Disaster Behavioral Health In Service	Ambulance Strike Team Leaders	EMS Disaster Protocols	EMS CBRNE Mobile Simulator	AMTS, Triage	EMS Disaster Protocols	EMS CBRNE Mobile Simulator	EMS Disaster Protocols
<b>ESF 8</b>		NIMS All Hazards ICS Position Specific		NIMS All Hazards ICS Position Specific		Patient Management for EM	EM Resource Tracking	NIMS All Hazards ICS Position Specific		NIMS All Hazards ICS Position Specific		
<b>Environmental Health</b>	REAC/TS Rad training		Food and Waterborne	Emergency Medical Rad training		Food and Waterborne Disease				Food and Waterborne Disease	Forensic Investigations	
<b>Epidemiology</b>	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems	Grand Rounds Bi Weekly Merlin and Essence Systems
<b>Fatality Management</b>		Fatality Mgmt for Health care Providers		FEMORS team training		Fatality Mgmt for Healthcare Providers				Fatality Mgmt for Healthcare providers		
<b>Strike Teams</b>	EH Preparedness Day  RDBHAT member	FIRST I FIRST for Epi and EH	Regional Responder Safety Fit Testing	Special Needs Shelter Mgmt and Ops	Disaster Behavioral Health Annual In-service Training	Strike Team Leaders	EH Preparedness Day	FIRST and I FIRST for Epi and EH	Responder Safety and Health Fit Testing Training	Special Needs Shelter	Electronic Medical Records for SMRT	Disaster Behavioral Health RDBHAT member training

	training											
Laboratory	Sentinel Lab LRN  First Responder Sample Collection  Chemical Threat Awareness	First Responder Sample Collection  Collecting clinical samples after a chemical threat	Pkg and Shipping  First Responder Sample Collection	Pkg and Shipping  First Responder Sample Collection Chemical Threat Awareness	Pkg and Shipping  First Responder Sample Collection	Pkg and Shipping  Sentinel Lab LRN  First Responder Sample Collection	First Responder Sample Collection	First Responder Sample Collection  Collecting clinical samples after a chemical threat	First Responder Sample Collection  Chemical Threat Awareness	First Responder Sample Collection	Sentinel Lab LRN  First Responder Sample Collection	First Responder Sample Collection
Hospital			PPE TTT	Distance Learning for ER Staff	Bombs, Burns and Blasts	Distance Learning for ER Staff	PPE Refresher	MOUs		Distance Learning for ER Staff		
Community Preparedness	NEPP	MRC Orientation	Federally Qualified Healthcare Centers Evac, COOP and Re-entry	MRC orientation	NEPP	MRC Mission Essential	NEPP	MRC Orientation	NEPP	Federally Qualified Healthcare Centers Evac, COOP and re-entry	MRC Orientation	
Mass Prophylaxis	SNS Second Wednesday Webinar	RSS Distribution Site Ops	SNS Second Wednesday Webinar	SNS Second Wednesday Webinar  MGT 319	SNS Second Wednesday Webinar  Logistics Training	SNS Second Wednesday Webinar	SNS Second Wednesday Webinar	RSS Distribution Site Ops	SNS Second Wednesday Webinar	SNS Second Wednesday Webinar  MGT 319	SNS Second Wednesday Webinar	SNS Second Wednesday Webinar

**YEAR 2013: Training Includes programs for 2012 plus these listed in the 2013 Schedule**

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
Community Surge	Disaster Protocols for EMS TTT											

**YEAR 2014: Training includes programs for 2012 plus these listed in the 2014 Schedule**

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec

# EXERCISE WORKSHEETS

AGENCY NAME: Florida Department of Health, Public Health and Healthcare Preparedness

## YEAR 2012: Exercise Schedule

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
SNS					Bioshield functional							
Lab				Lab functional								
Disaster Behavioral Health				Annual In-service Exercise								
Public Health Strike Teams							Public Health and Medical Surge Strike Teams Functional					
ESF 8			Ambulance deployment drill	IT COOP Full scale functional	Hurriex functional				Governors TTX			
Community Surge						PH and Medical Surge Functional						
Planning			SNS seminar	Isolation and Q-tine Seminar	ESF 8 seminar	AMTS	Ambulance Deployment	Smallpox seminar	Mass Prophy seminar Biological seminar	COOP seminar	Logistics seminar	CERC seminar

## YEAR 2013: Exercise Schedule

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
SNS					Bioshield functional							
Laboratory				Lab functional								
ESF 8			Ambulance deployment drill	IT COOP Full scale functional	Hurriex functional				Governors TTX			

Disaster Behavioral Health				Annual In-service Exercise								
Public Health Strike Teams		SMRT full scale		Fatality mgmt functional			Public Health Strike Teams Functional					
Planning			SNS seminar			Emergency Notification Seminar	Pan Flu Seminar	EOP seminar		COOP seminar		

**YEAR 2014: Exercise Schedule**

Dept/Team if applicable	First Quarter			Second Quarter			Third Quarter			Fourth Quarter		
	Jan	Feb	Mar	Apr	May	June	Jul	Aug	Sep	Oct	Nov	Dec
SNS					Bioshield functional							
Laboratory				Lab functional								
Disaster Behavioral Health				Annual In-service Exercise								
ESF 8			Ambulance deployment drill	IT COOP Full scale functional	Hurriex functional				Governors TTX			
Strike Teams						FEMORS Functional	Public Health Strike Teams Functional					
Planning			SNS seminar	Isolation and Q-tine Seminar				Smallpox seminar	Mass Prophylaxis seminar Biological seminar	COOP seminar	Logistics seminar	CERC seminar

## **APPENDIX A: ACRONYMS AND ABBREVIATIONS**

AAR/IP	After Action Report/Improvement Plan
ASPR	Assistant Secretary for Preparedness and Response
BLT	Bureau Leadership Team at the Florida Department of Health
BOE	Bureau of Epidemiology
BOL	Bureau of Laboratories
CAP	Corrective Action Program
CDC	Center for Disease Control and Prevention
CHD	County Health Departments
CLRP	Comprehensive Laboratory Response Plan
COOP	Continuity of Operation Plans
CRI	Cities Readiness Initiative
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
DOACS	Department of Agriculture and Consumer Services
DOH	Department of Health
DPMU	Disaster Portable Morgue Unit
DSRC	Disaster Site Recovery Center
ECO	Emergency Coordinating Officer
EH	Environmental Health
EHTER	Environmental Health Training in Emergency Response
ESF	Emergency Support Function
EPA	Environmental Protection Agency
EPI	Epidemiology
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FDENS	Florida DOH Emergency Notification System
FDLE	Florida Department of Law Enforcement
FEMORS	Florida Emergency Mortuary Operations Response System
HHS	Health and Human Service
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JAS	Job Action Sheet
LLIS	Lessons Learned Information System
LMS	Learning Management System
MIC	Morgue Identification Center
MYTEP	Multi-Year Training and Exercise Plan
NEXS	National Exercise Schedule System
NIMS	National Incident Management System
PHHP	Public Health and Healthcare Preparedness
PHP	Office of Public Health Preparedness
POC	Points of Contact
SME	Subject Matter Expert
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SpNS	Special Needs Shelter
SPOT	Strategic Plan Oversight Committee
SWG	Florida State Working Group
T&E	Training and Exercise
TCT	Target Capability Teams

TEST	Training and Exercise Support Team
UC	Unified Command
UPC	Unified Planning Coalition of the Region 4 ESF 8
VIC	Victim Information Center