

# 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 Year 1

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 management									

### Training and Exercise Schedule Year 2

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 Year 3

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 Year 4

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 Year 5

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							

(Modified from [www.health.state.mn.us](http://www.health.state.mn.us))

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