



Metro Health & Medical Preparedness Coalition
Multyear Training and Exercise Plan (MYTEP)

January 1, 2019 – December 31, 2021

Version 1.0

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Purpose

The Multiyear Training and Exercise Plan (MYTEP) is the roadmap for the Metro Health & Medical Preparedness Coalition to accomplish the priorities described in the Assistant Secretary for Preparedness and Response (ASPR) Health Care Preparedness and Response Capabilities and the Minnesota Department of Health (MDH) Health Care Preparedness Program work plan. The Metro Health & Medical Preparedness Coalition has pursued a coordinated strategy that combines enhanced planning, innovative training, and realistic exercises to strengthen Minnesota's health care response capabilities.

The roles of regional health care coalition disaster planning, response and recovery have increased significantly over the last decade. An all hazards based training and exercise program improves response and recovery plans and provides responders with the knowledge and experience required to be more effective in their roles. This three-year schedule of trainings and exercises will reflect detailed information for the first year and planning assumptions for the second and third year.

This MYTEP is composed of planned trainings and exercises identified and developed by the coordinated efforts of health care facilities and their respective health care coalition. It reflects previous and future progression of trainings and exercises using the Homeland Security Exercise and Evaluation Program (HSEEP) building-block approach. Assessments conducted over the last year will be used to identify the exercise needs of health care and public health partners and their expectations of local emergency response partners as well as private and volunteer-based organizations.

During these next three years, the Metro Health & Medical Preparedness Coalition and MDH will build on the many discussion and operational exercises completed during previous years in planning the current period's exercise schedule. This schedule is developed to meet the identified gaps and will be updated annually at the beginning of each grant year.

Health Care Coalition Training and Exercise Priorities

The Metro Health and Medical Coalition determined the training and exercise priorities based on the Regional HVA and After Action Reports from past exercises. The HPP work plan guides the region on projects to complete. The training promotes the closing of gaps identified through past exercises. The training will also build capacity for the Region in areas that are key to the Metro Region such as family assistance centers, patient tracking, evacuation of multiple facilities and radiation response.

Training Schedule

Please provide the following information for each of the trainings planned for three years out of this grant cycle, January 1, 2019 – December 31, 2021

. Complete as much of the template as possible for the third year.

- Name of planned training
- Proposed training dates (e.g. specific date, date range, quarter, etc.)
- Location(s) of training
- Target audience: Partners who will participate in the training (hospital staff, EMS, emergency managers, public health, etc.)
- HPP Capability, Objectives and Activities: List the corresponding HPP capabilities, objectives and activities for training activity (Reference Appendix A for list of HPP Capabilities)
- Gaps addressed by the training.
- Funding type that supports the planning, implementation and analysis of the training.

Name of training course	Proposed date(s)	Proposed location(s)	Target audience	HPP Capability HPP Objective HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
HICS Overview	7/30/18 11/21/18 1/22/19 3/20/19	St Joe's St Joe's TBD TBD	All Coalition members	Cap 1 Obj 4 Act 1	New Coalition members are joining all the time. They do not have NIMS training. There is significant turn over in our Coalition members.	HPP

METRO HEALTH & MEDICAL PREPAREDNESS COALITION MULTIYEAR TRAINING AND EXERCISE PLAN

Name of training course	Proposed date(s)	Proposed location(s)	Target audience	HPP Capability HPP Objective HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
FEMA CDP CMS training	9/5/18 Spring 2019	Shoreview Community Center TBD	All Coalition members	Cap 1 Obj 2 Act 5	This free class meets the ongoing gap for CMS providers within the Coalition	HPP
Incident Action Planning & Exercise	9/18/18 4/4/18	Moundsvie Savage	All Coalition members	Cap 2 Obj 3 Act 3	Incident Action Planning knowledge	HPP
Coalition Meetings	10/25/18 6/4/19	St Louis Park TBD	All Coalition members	Cap 1 Obj 3 Other	Coalition meetings meet gaps in knowledge, sharing resources, introducing plans and networking	HPP
Exercise Development Workshop	12/11/18	Bloomington	All Coalition members	Cap 1 Obj 3 Act 4	Knowledge gap in planning, conducting, executing and evaluating an exercise for many of our new coalition members	HPP
National Healthcare Coalition Conference	11/27-30	Louisiana	All Coalitions	Cap 1 Obj 3	On boarding process for our new SAC members. Gap in understanding of HPP, Coalition and broader picture	HPP
Access and Functional Needs	Spring	TBD	All Coalition members	Cap 1 Obj 2 Act 4	Understanding of Access & Functional needs and how to create plans that include individuals with access and functional needs	HPP

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Name of training course	Proposed date(s)	Proposed location(s)	Target audience	HPP Capability HPP Objective HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
Preparedness Practicum	2/20/19	Brooklyn Park	All Coalition members	Cap 1 Obj 4 Act 6	Evacuation coordination, medical surge, lessons learned from current incidents	HPP and Vendors
HICS	7/2019 11/2019 1/2020 3/2020	St Joe's	All Coalition members	Cap 1 Obj 4 Act 1	New Coalition members are joining all the time. They do not have NIMS training. There is significant turn over in our Coalition members.	HPP
Coalition Meetings	9/2019 12/2019 3/2019 6/2019	Shoreview Bloomington	All Coalition members	Cap 1 Obj 3 Other	Coalition meetings meet gaps in knowledge, sharing resources, introducing plans and networking	HPP
Patient Tracking	8/2019	WEB EX	All Coalition members	Cap 4 Obj 2 Act 1	Introducing Patient Tracking for mass casualty or mass fatality family reunification	HPP
Family Assistance Centers	9/2019	Hennepin County	All Coalition members	Cap 4 Obj 2 Act 11	Training to understand a community Family Assistance Center and when it is operationalized.	HPP
National Coalition Conference	11/2019	TBD	Senior Advisory Committee	Cap 1 Obj 5	On boarding process for our new SAC members. Gap in	HPP

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Name of training course	Proposed date(s)	Proposed location(s)	Target audience	HPP Capability HPP Objective HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
				Act 5	understanding of HPP, Coalition and broader picture	
Preparedness Practicum	2/2020	Brooklyn Park	All Coalition members	Cap 1 Obj 4 Act 6	Evacuation coordination, medical surge, lessons learned from current incidents	HPP and Vendors
HICS	7/2020 11/2020 1/2021 3/2021	St Joe's	All Coalition members	Cap 1 Obj 4 Act 1	New Coalition members are joining all the time. They do not have NIMS training. There is significant turn over in our Coalition members.	HPP
Coalition Meetings	9/2020 12/2020 3/2021 6/2021	Shoreview Bloomington	All Coalition members	Cap 1 Obj 4 Act 2	Coalition meetings meet gaps in knowledge, sharing resources, introducing plans and networking	HPP
Preparedness Practicum	2/2021	Brooklyn Park	All Coalition members	Cap 1 Obj 4 Act 6	Evacuation coordination, medical surge, lessons learned from current incidents	HPP and Vendors

Exercise Schedule

Exercise Description Template Instructions: Please provide the following information in the corresponding section on the Exercise Description Template Name of planned training

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- Exercise Name (e.g., Region 1 Health Care Coalition MCI/District 6 Public Health Region)
- Exercise Type (e.g.. functional or full-scale or those that lead to FE/FSE , Table Top exercise TTX, drills, or workshops.
- Exercise Date (e.g. specific date, date range, quarter, etc.)
- Target audience: Partners who will participate in the exercise (e.g. coalition focused, hospital focused, LTC focused, etc.)
- HPP Capability, Objectives and Activities: List the corresponding HPP capabilities, objectives and activities to be tested (Reference Appendix A for list of HPP Capabilities)
- Gaps addressed by the exercise.
- Funding type that supports the planning, implementation and analysis of the training.

Name of exercise	Exercise Type	Proposed date(s)	Target audience	HPP Capability HPP Objectives HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
Pass It on “EARTH EX”	FE (Functional Exercise)	August 2018	All Coalition members	Cap 1 Obj 4 Act 3	Communication, MNTrac notifications, conference calls, 800 MHz radio,	HPP
Exercise Design Workshop	Workshop	December 11, 2018	All Coalition members	Cap 1 Obj 4 Act 3	AAR & Evaluations indicate that many do not have basic HSEEP knowledge or exercise development cycle	HPP
Coalition Surge Test	FE	March 7, 2019	Hospitals and SAC	Cap 3 Obj 6 Act 1	Evacuation and Surge Communication and EMS Coordination	HPP
HICD	Workshop and TTX	TBD 2019	Front line hospitals, SAC/Multiagency Coordination	Ebola Grant	Front line hospital readiness Front line hospital recognition and response of HCID	Ebola grant

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Name of exercise	Exercise Type	Proposed date(s)	Target audience	HPP Capability HPP Objectives HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
Burn Surge MNTrac test	Drill	Spring 2019	Statewide test for Burn Centers and BSF	Cap 4 Obj 2 Act 6	Alert and notification in MNTrac	HPP
Have an ICE Day	FE (Functional Ex)	Jan 29, 30, 31 2019	All Coalition members	Cap 1 Obj 4 Act 4	Multiagency coordination, conference calls, essential elements of information,	HPP
Burn Surge	Functional	Oct 2019	Statewide	Cap 4 Obj 2 Act 6	Burn surge coordination between Burn Centers, Metro RHRC, EMS and Burn Surge Facilities	HPP
Earth EX	Functional	Aug 2019	Metro Coalition Members	Cap 1 Obj 4 Act 3	Communication, MNTrac notifications, conference calls, 800 MHz radio	HPP
Coalition Surge Test	FE	April 2020	Hospital, EMS, SAC	Cap 3 Obj 6 Act 1	Evacuation and Surge Communication and EMS Coordination	HPP
Regional Exercise	FE (Functional Ex)	Jan 2020	All Coalition members	Cap 1 Obj 4 Act 4	Multiagency coordination, conference calls, essential elements of information,	HPP

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Name of exercise	Exercise Type	Proposed date(s)	Target audience	HPP Capability HPP Objectives HPP Activity	Gaps addressed (from AAR/IPs, strategic planning, etc.)	Funding type (HPP, PHEP, other – please specify)
Communication Exercise	FE (Functional Ex)	Aug 2021	All Coalition members	Cap 1 Obj 4 Act 4	Communication, MNTrac notifications, conference calls, 800 MHz radio	HPP
Coalition Surge Test	FE	April 2021	Hospitals, EMS, SAC	Cap 3 Obj 6 Act 1	Evacuation and Surge Communication and EMS Coordination	HPP

Appendix A: HPP and Ebola Exercise Guidance

HPP Exercise Grant Requirements

The Health Care Preparedness Program multiyear training and exercise planning is based on the 2017-2022 Health Care Preparedness and Response Capabilities (HCPRCs), as well as the overarching requirements, improvement plan corrective actions and other capabilities outlined in the Minnesota FY 2017-2022 Hospital Preparedness Program (HPP)-Public Health Emergency Preparedness (PHEP) Cooperative Agreement Application.

HPP-PHEP sub-awardees may use funds to support the cost of health and medical worker participation in training centered on: cross-cutting capability development; preparing workers with the necessary knowledge, skills, and abilities to perform/enhance the capability; and to participate in exercises on those capabilities or related systems.

The Metro Health & Medical Preparedness Coalition will:

- **Show evidence** in the HPP Budget work plans, budget justification, and technical assistance plans that all training is purposefully designed to close operational gaps and sustain jurisdictionally required capabilities.
- **Conduct** a Health Care Coalition training and exercise planning **workshop** (T&EPW).
- **Develop** a Health Care Coalition three-year **MYTEP** based on the HPP Capabilities and identified gaps.
- **Conduct an annual Coalition Surge Test** to assess overall health care system response, inclusive of all HCC hospitals (low/no-notice exercise to test ability of HCCs to transition quickly into “disaster mode”). Coalition Surge Test information is located at the following link: <http://www.phe.gov/Preparedness/planning/hpp/Pages/coalition-tool.aspx>.
- **Conduct at least two HCC-level redundant communication** drills annually to test the effectiveness of the systems and platforms (e.g., bed/resource tracking systems, amateur and commercial radio, satellite phones, etc.).
- **Consider** other HCC-level functional or full-scale HSEEP based exercises as able to test HPP Capabilities, Performance Measures and other identified HCC All-Hazards Plan gaps.
- **Consider** the access and functional needs of at-risk individuals and engage these populations in health care coalition-based exercises.
- **Complete and submit after-action reports and improvement plans (AAR/IPs)** for all responses to real incidents and for exercises conducted during the next three calendar years to demonstrate compliance with HPP and PHEP program requirements. HCC and PHEP awardees should provide an AAR/IPs for each qualifying exercise within 90 days.

HPP Capabilities, Objectives, and Activities

Capability 1: Foundation for Health Care and Medical Readiness

- Objective 1: Establish and Operationalize a Health Care Coalition
 - Activity 1: Activity 1. Define Health Care Coalition Boundaries

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- Activity 2. Identify Health Care Coalition Members
- Activity 3. Establish Health Care Coalition Governance
- Objective 2: Identify Risk and Needs
 - Activity 1. Assess Hazard Vulnerabilities and Risks
 - Activity 2. Assess Regional Health Care Resources
 - Activity 3. Prioritize Resource Gaps and Mitigation Strategies
 - Activity 4. Assess Community Planning for Children, Pregnant Women, Seniors, Individuals with Access and Functional Needs, Including People with Disabilities, and Others with Unique Needs
 - Activity 5. Assess and Identify Regulatory Compliance Requirements
- Objective 3: Develop a Health Care Coalition Preparedness Plan
- Objective 4: Train and Prepare the Health Care and Medical Workforce
 - Activity 1. Promote Role-Appropriate National Incident Management System Implementation
 - Activity 2. Educate and Train on Identified Preparedness and Response Gaps
 - Activity 3. Plan and Conduct Coordinated Exercises with Health Care Coalition Members and Other Response Organizations
 - Activity 4. Align Exercises with Federal Standards and Facility Regulatory and Accreditation Requirements
 - Activity 5. Evaluate Exercises and Responses to Emergencies
 - Activity 6. Share Leading Practices and Lessons Learned
- Objective 5: Ensure Preparedness is Sustainable
 - Activity 1. Promote the Value of Health Care and Medical Readiness
 - Activity 2. Engage Health Care Executives
 - Activity 3. Engage Clinicians
 - Activity 4. Engage Community Leaders.
 - Activity 5. Promote Sustainability of Health Care Coalitions

Capability 2: Health Care and Medical Response Coordination

- Objective 1: Develop and Coordinate Health Care Organization and Health Care Coalition Response Plans
 - Activity 1. Develop a Health Care Organization Emergency Operations Plan
 - Activity 2. Develop a Health Care Coalition Response Plan
- Objective 2: Utilize Information Sharing Procedures and Platforms
 - Activity 1. Develop Information Sharing Procedures
 - Activity 2. Identify Information Access and Data Protection Procedures
 - Activity 3. Utilize Communications Systems and Platforms
- Objective 3: Coordinate Response Strategy, Resources, and communications
 - Activity 1. Identify and Coordinate Resource Needs during an Emergency
 - Activity 2. Coordinate Incident Action Planning During an Emergency
 - Activity 3. Communicate with Health Care Providers, Non-Clinical Staff, Patients, and Visitors during an Emergency
 - Activity 4. Communicate with the Public during an Emergency

Capability 3: Continuity of Health Care Service Delivery

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- Objective 1: Identify Essential Functions for Health Care Delivery
- Objective 2: Plan for Continuity of Operations
 - Activity 1. Develop a Health Care Organization Continuity of Operations Plan
 - Activity 2. Develop a Health Care Coalition Continuity of Operations Plan
 - Activity 3. Continue Administrative and Finance Functions
 - Activity 4. Plan for Health Care Organization Sheltering-in-Place
- Objective 3: Maintain Access to Non-Personnel Resources during an Emergency
 - Activity 1. Assess Supply Chain Integrity
 - Activity 2. Assess and Address Equipment, Supply, and Pharmaceutical Requirements
- Objective 4: Develop Strategies to Protect Health Care Information Systems and Networks
- Objective 5: Protect Responders' Safety and Health
 - Activity 1. Distribute Resources Required to Protect the Health Care Workforce
 - Activity 2. Train and Exercise to Promote Responders' Safety and Health
 - Activity 3. Develop Health Care Worker Resilience
- Objective 6: Plan for and Coordinate Health Care Evacuation and Relocation
 - Activity 1: Develop and Implement Evacuation and Relocation Plans
 - Activity 2. Develop and Implement Evacuation Transportation Plans
- Objective 7: Coordinate Health Care Delivery System Recovery
 - Activity 1. Plan for Health Care Delivery System Recovery
 - Activity 2. Assess Health Care Delivery System Recovery after an Emergency
 - Activity 3. Facilitate Recovery Assistance and Implementation

Capability 4: Medical Surge

- Objective 1: Plan for a Medical Surge
 - Activity 1. Incorporate Medical Surge Planning into a Health Care Organization Emergency Operations Plan
 - Activity 2. Incorporate Medical Surge into an Emergency Medical Services Emergency Operations Plan
 - Activity 3. Incorporate Medical Surge into a Health Care Coalition Response Plan
- Objective 2: Respond to a Medical Surge
 - Activity 1. Implement Emergency Department and Inpatient Medical Surge Response
 - Activity 2. Implement Out-of-Hospital Medical Surge Response
 - Activity 3. Develop an Alternate Care System
 - Activity 4. Provide Pediatric Care during a Medical Surge Response
 - Activity 5. Provide Surge Management during a Chemical or Radiation Emergency Event
 - Activity 6. Provide Burn Care during a Medical Surge Response
 - Activity 7. Provide Trauma Care during a Medical Surge Response
 - Activity 8. Respond to Behavioral Health Needs during a Medical Surge Response
 - Activity 9. Enhance Infectious Disease Preparedness and Surge Response
 - Activity 10. Distribute Medical Countermeasures during Medical Surge Response
 - Activity 11. Manage Mass Fatalities.

APPENDIX B: Evaluation and Improvement Planning

Exercise Evaluation

Evaluation is an important component of all training and exercise activities. The purpose of conducting an exercise is to validate strengths and identify gaps in planning or procedures as well as opportunities for improvement in addition to providing response experience to the participants. This can be accomplished using exercise documentation and HSEEP Exercise Evaluation Guide (EEGs) customized to the specific exercise goals and objectives. These tools are used by trained evaluators to provide their observations to the exercise design team.

After Action Reports (AARs)

Exercise and incident response information and participant observations are collected and analyzed for the After Action Report. Participant feedback is acquired through hot washes following the exercise or incident that solicit what worked well, what did not work well and recommendations for improvement. Participant feedback forms may also be collected. Areas for improvement and corrective actions are identified. In a joint exercise with multiple disciplines and organizations, all participants contribute to an after action report identifying the achievement of their exercise or real incident objectives. This is completed by a designated individual or an exercise design team member using the standard HSEEP format.

Improvement Plans (IPs)

Recommendations from the After Action Report are entered into the Improvement Plan matrix which is an appendix to each after action report. Recommendations are reviewed by the appropriate healthcare agency. Corrective actions are identified, assignment made to the position that would accomplish the corrective action with a due date to be tracked to ensure completion. When resources are not available to take action, it is important to identify short-term and long-term goals that lead to full implementation of the corrective action. The IP provides a workable and systematic process to initiate and document improvements to plans, policies, and procedures. It also identifies training, equipment and other resource needs. A system to track progress and completion of corrective actions is the responsibility of each healthcare agency.

The AAR/IP is shared with the governance teams and the leadership of the division, office or program responsible for the exercise or particular response capabilities. Exercise and incident response participants are interested in learning more about the outcomes of the exercise or response and should receive feedback. The feedback needs to be generalized, but can provide enough specific information to help participants identify additional training they may need or more areas for future exercises.

Lessons Learned

Ideas, issues, and improvements that are applicable to the response activities for others in the same discipline or in other jurisdictions should be appropriately written (redacted when necessary) then shared with participating organizations and regional groups.

Appendix C: Acronyms

Acronym	Description
AAR	After-Action Report
ASPR	Assistant Secretary for Preparedness and Response
EEG	Exercise Evaluation Guide
FE	Functional Exercise
FSE	Full Scale Exercise
HCC	Health Care Coalition
HSEEP	Homeland Security Exercise and Evaluation Program
HPP	Health Care Preparedness Program
HVA	Hazard Vulnerability Analysis
IP	Improvement Plan
MDH	Minnesota Department of Health
POC	Point of Contact
PPE	Personal Protective Equipment
TCL	Target Capabilities List
MYTEP	Multiyear Training and Exercise Plan
TTX	Tabletop Exercise