In May 2011, the United States Environmental Protection Agency (EPA) published *How to Develop a Multi-Year Training and Exercise (T&E) Plan*, to serve as a step-by-step guide for utilities to continually improve preparedness and response capabilities.

**Benefits to Implementing a Multi-Year T&E Plan:**
- Helps employees stay prepared and facilitates new employee understanding of the utility’s preparedness plans and operations
- Provides managers and responders with a mechanism to evaluate operations and plans
- Focuses on continual improvement

**Training and Exercises**

Training is one of the first steps to ensuring your utility is properly prepared to respond to an emergency and may come in many forms. There are seven types of exercises defined within Department of Homeland Security’s Homeland Security Exercise and Evaluation Program (HSEEP), each of which is either discussion-based or operations-based:

**Discussion-Based Exercise**
- Develop /familiarize participants with:
  - Plans
  - Policies
  - Agreements
  - Procedures
  - Seminar
  - Workshop
  - Game
  - Tabletop Exercise

**Operations-Based Exercise**
- Validate plans, policies, agreements, & procedures
- Clarify roles & Responsibilities
- Identify resource gaps in a field environment
- Drill
- Functional Exercise
- Full-Scale Exercise

The material in *How to Develop a Multi-Year Training and Exercise (T&E) Plan* is compliant with the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP provides a standardized policy, methodology, and terminology for exercise design, development, conduct, and evaluation. HSEEP compliant activities may increase funding opportunities for utilities through state administrative agencies. For more information on HSEEP, visit www.HSEEP.dhs.gov.
Components of a Multi-Year T&E Plan

Section 1. Purpose
Explains the purpose of your utility’s multi-year T&E plan.

Section 2. Points of Contact
Provides a primary contact list for personnel involved with training and exercises at your utility. You should also include your local Emergency Management Agency training coordinator, and other emergency management contacts in your state and local jurisdiction. A template is included in the document for your use.

Section 3. Program Priorities/ Capabilities-Based Training
Identify program priorities to determine how training will support or complement your jurisdiction’s preparedness priorities. Be sure to conduct a review of the utility’s vulnerability assessment, existing plans (e.g., Emergency Response Plan), lessons learned from recent incidents or previous years’ training and exercises, and any recent act, regulation, or initiative for additional information.

Capabilities-based preparedness emphasizes training and exercises of specific capabilities (e.g., maintaining operations during a power outage), rather than general threats or incidents (e.g., hurricane, tornado). Capabilities are applicable to a wide variety of threats and incidents. For example, a utility located in an area prone to power outages may want to develop the capability to operate using backup generators.

Section 4. Methodology and Improvement Tracking
Methodology describes how the training courses and exercises will be chosen and how they will be tracked with respect to progression and improvement.

Section 5. Multi-Year Training and Exercise Plan Schedule
The template and examples included in the appendices will help you complete your training schedule (example shown to the right). The template can be modified to meet the requirements of your utility (e.g., small, medium, or large facilities).

For Additional Information
How to Develop a Multi-Year Training and Exercise (T&E) Plan (EPA 816-K11-003, May 2011) is located online at http://water.epa.gov/infrastructure/watersecurity/emerplan/upload/epa816k11003.pdf. For more information, please contact WSD-outreach@epa.gov.