

TIPS FOR BUILDING THE MYTEP

1. Create a distribution list
 - a. Start within your agency by identifying key programs/authorities associated with your agency/emergency operations center continuity of operations
 - b. Search your public health emergency plans to identify key partners that have a role/responsibility
2. Identify/Survey/Invite local public and private partners involved in similar exercise activities or program mandates (Nationally many programs are aligning – there may be more partners today than you may think)
 - a. Provide a brief overview of your program, MYTEP (Multi Year Training and Exercise Plan), and training/exercise schedule and invite participation to your activities
3. Add value to a MYTEP by including
 - a. A brief overview of your “Jurisdictional Priorities”
 - b. The specific capabilities to be tested (In terms of PHEP – and when applicable in terms of Hospital Preparedness Program Capabilities, or even FEMA Core Capabilities)
 - c. Demonstrate how healthcare coalitions, other public health, emergency management, hospitals and additional private and community organizations are involved
 - d. Include the following elements
 - Discuss in the narrative how your exercises/trainings develop capabilities and implement with a progressive (building/block) approach
 - Describe how exercises/trainings are conducted and evaluated (e.g. following HSEEP and meeting NIMS requirements)
 - Describe in narrative how exercises/trainings are integrated into improvement planning (e.g. validation, reporting, and documentation resulting in completed activities, updated plans, and inform stakeholders)
 - Describe how your exercise/training requirements coordinate across jurisdictions to maximize inclusion of the whole community
 - Provide evidence of linking work-plans, budget, and technical assistance are being aligned with relevant activities to close operational gaps
 - e. Provide proposed schedules that are well planned, clear, and relevant (e.g. describe partner, capabilities, and gaps to be addressed)
 - f. Provide schedules that include activities to be performed within the 5 year period