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| The intent of this document is to provide a set of resources used by the planners of the 2022 Sample Team Exercise (STE). These documents serve as a reference or model for future exercises, events, and real-world responses.  To ensure manageable document size, the toolkit consists of three parts:   * **Part 1: Planning Resources – documents to assist the overall planning team with planning and coordination.** * Part 2: Incident Management Team Resources – documents to assist Incident Management Teams (IMTs) with creating Incident Action Plans and executing STE sessions. * Part 3: Examples and Response-Specific Resources   These documents can also be found in MS Teams > Emergency Planning > Incident Command System > Sample Team Exercise Toolkit. | | |
| **Document Name** | **Resource** | **Description & Comments** |
| Overarching Goals and Objectives |  | May use some or all of these goals and objectives to drive the exercise development and create alignment with leadership, partners, and stakeholders. |
| Budget Spreadsheet |  | Obtain approval for STE budget early in planning process. Set criteria for allowable travel reimbursements to achieve consistent application and use of RRT funds. |
| Dates and Locations |  | 2019 and 2022 Information. |
| Planning and Execution Timeline |  | This is a rough guideline for planning an exercise or event, actual event will vary. |
| Planning Team Email Templates |  | Email templates for Director Announcements, Registration Email, and IMT Welcome |
| Attendance Tracker |  | This is a tabbed spreadsheet with filterable tables and dropdown menus to easily plan for exercise roles and team assignments. |
| Agendas |  | Full, detailed agenda for planners, IMT, and presenters.  Agenda for participants and attendees. |
| Exercise Evaluation |  | Includes survey questions from 2016, 2019, and 2022 sessions. |
| 2022 STE Session IMT Orientation |  | Powerpoint slides to orient IMT members to STE, ICS, and the Planning P. |