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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 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. | | |
| Incident Objectives |  | A variety of all-hazards and food & agriculture incident objectives that can be used for future exercises and real-world responses. |
| Planning P |  | Planning P Incident Planning Process |
| Planning Cycle Guide w/ Agendas |  | Includes agendas for Objectives, Tactics, and Planning meetings, and Operations Briefing. |
| Incident Check-in & Name Tags |  | Prepare this 2-3 days prior to the exercise. Make sure everyone provides a cell phone number. Fill in the names and Team Leader positions ahead of time so it’s easier to verify attendance the day of the exercise |
| Summary of Resources, Equipment, and Supplies |  | List of written materials, equipment and supplies needed for planning and execution.  For assembly of sampler kits, Operations Section Chiefs should work with Logistics Section Chiefs to identify, procure, and assemble sample kits specific to incident objectives. |
| Fillable ICS Forms |  | ICS Forms for IMT to use in creating Incident Action Plan (IAP). The Planning Section Chief should use the ICS forms that they are most comfortable working with – you can find other versions online, MDARD Emergency Planning MS Team, and on the S Drive. There is no right or wrong file type or version to use. |
| Participant Packet |  | This is an example packet provide to all participants at each exercise. Be sure to include a table of contents and page numbers. |
| Demobilization Plan |  | Be sure to plan for return of field teams to the Incident Command Post with their samples. An orderly return, processing of samplings, and timely release of staff resources is important to staff morale and the total cost of the operation. |
| Hotwash Forms |  | Used to debrief and collect feedback from field teams after they return from sampling assignments. |
| ICS Acronyms |  | ICS and IMT acronyms should be provided to all participants. |
| Email Notifications |  | Template email notifications to attendees and team leaders. |
| Final Checklist for STE Session |  | Checklist of materials, equipment, and supplies needed for STE session. |
| ICS 214 Activity Log Example |  | In next STE series, all participants should be trained and fill out an ICS 214 activity log – include in morning training. |
| ICS 214 Activity Log Fillable |  | Blank, fillable activity log. |
| ICS 215 Operational Planning Worksheet |  | Use in the Tactics Meeting to track operational tactics and associated staff, equipment, and supply resources needed. |
| Resource Checkout Form |  | To assist Logistics Section / Supply Unit with supply accountability |
| Personnel Check-in / Check-out Sheets |  | Use a method that allows capturing initial time in, check out to complete operational assignment, check back in to Incident Command post, and final check out of day. |
| Name Tags |  |  |
| Signs |  | Simple signage for check-in, check-out, and demobilization stations. |