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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 – 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**   *Note: The Incident Commander and Operations Section Chief are responsible for using up-to-date policies, procedures, and sampling protocols. Documents in this toolkit are meant to be references and may have been updated by the time they are being referenced by users of this toolkit.*  These documents can also be found in MS Teams > Emergency Planning > Incident Command System > Sample Team Exercise Toolkit. | | |
| Example IAP – Plant Pest Survey |  | Hillman sessions |
| Example IAPs – Retail Sampling |  | Lansing |
| Example IAP – Radiological Emergency Preparedness |  | Taylor session |
| Example IAPs – Avian Influenza Response |  | Marshall and Mason sessions |
| JIT Training |  | PPT files can be found on the in the MS Team toolkit location or requested from MDARD EM. |
| Sampling Instructions |  | Operations Section Chief uses most current instructions based on established procedures. |
| Inspector Report on Sample (IRS) |  | Examples only – Operations Section Chief uses most current examples based on established procedures and specific items to be sampled. |
| Chain of Custody Form & Policy |  | All samples collected must adhere to chain of custody policy. Operations Section Chief uses most current version of policy. |