[Sponsor Organization]

Integrated Preparedness Plan

[Date]

# Integrated Preparedness Planning Team

[Training POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[Exercise POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[Budget POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[Planning POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[Recovery & Mitigation POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[Hazard Analysis/Risk Assessments POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

# Purpose

[Provide introductory language as necessary.]

Consider specifying or describing:

* The role of the Integrated Preparedness Plan (IPP);
* Which department(s) administer the IPP;
* Who is required to abide by the IPP;
* The years covered under the IPP; and
* The review and revision schedule

# Preparedness Activity Considerations

[In this area, briefly describe how the organization decided upon its preparedness priorities by listing the factors for consideration and subsequent decisions from the Integrated Preparedness Planning Workshop (IPPW). As appropriate, discuss how existing strategy documents, Threat and Hazard Identification and Risk Assessments (THIRA), Local Hazard Mitigation Plans, capabilities assessments, corrective actions, and past After-Action Reports (AARs) and Improvement Plans (IPs) informed the development of the priorities. Then, identify the specific priorities for the time period addressed in the IPP and briefly describe each priority. Include as many priorities as appropriate.]

## Threats, Hazards, and Risks

[Provide a brief description of the jurisdiction/organization specific threats, hazards, and risks that informed the development of the preparedness priorities.]

## Capability Assessments, Corrective Actions, and Improvement Plans

[Provide a brief description of the capabilities, areas for improvement, and corrective action considerations that informed the development of the preparedness priorities.]

## External Sources and Requirements

[Provide a brief description of the external sources and requirements that informed the development of the preparedness priorities.]

## Accreditation Standards and Regulations

[Provide a brief description of the accreditation standards and regulations that informed the development of the preparedness priorities.]

# Preparedness Priorities

[List each decided upon priority, the corresponding capabilities, rationale, and the preparedness cycle elements that will support the priority and associated capabilities.]

Based on the above-mentioned considerations, the IPPW participants determined the following priorities will be the focus for the multi-year cycle of preparedness:

|  |
| --- |
| Preparedness Priorities |
|  |
|  |
|  |
|  |
|  |

[Priority]

[Briefly describe the priority.]

## Corresponding Capabilities:

* [Identify the capabilities associated with addressing the specified priority.]

## Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

## Planning Factors:

[Provide a brief description of plans, policies, procedures, and checklists applicable to this priority.]

## Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

## Supporting Training Courses:

* [Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

## Supporting Exercises:

* [list any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

[Priority]

[Briefly describe the priority.]

## Corresponding Capabilities:

* [Identify the capabilities associated with addressing the specified priority.]

## Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

## Planning Factors:

[Provide a brief description of plans, policies, procedures, and checklist applicable to this priority.]

## Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

## Supporting Training Courses:

* [Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

## Supporting Exercises:

* [list any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

[Priority]

[Briefly describe the priority.]

## Corresponding Capabilities:

* [Identify the capabilities associated with addressing the specified priority.]

## Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/IPs, threat/hazard identifications, national strategies/guidance, etc. that relate to the specified priority.]

## Planning Factors:

[Provide a brief description of plans, policies, procedures, and checklist applicable to this priority.]

## Organization and Equipment Factors:

[Provide a brief description of organization and equipment factors applicable to this priority.]

## Supporting Training Courses:

* [Identify training courses—including course numbers and names—that support the specified priority and associated capabilities. List only those training courses that the organization will choose to conduct over the agreed upon multi-year timeframe.]

## Supporting Exercises:

* [list any exercises that will support the specified priority and associated core capabilities. List only those exercises that the organization will choose to conduct over the agreed upon multi-year timeframe.]

# Program Reporting

[In this section, discuss the preparedness activities and how they are intended to influence capability improvement. Include the jurisdiction’s/organization’s methodology for prioritizing, assigning, monitoring, tracking, and reporting the progress made toward resolution of issues identified during exercises and real-world incidents as well as capability improvement projects and the overall impact these actions have on capabilities.]

By continuously monitoring improvement actions, jurisdictions/organizations can periodically examine capabilities to ensure they are sufficient, accurate, and effective to handle the threats, hazards, and risks facing the jurisdiction/organization and can inform future Integrated Preparedness Cycle activities.

Program reporting should address:

* Compiling and recording areas for improvement from exercises and real-world incidents;
* Determining actions and linking capabilities needed to address identified areas for improvement and associated corrective actions;
* Prioritizing, assigning, tracking, reporting, and updating corrective action progress; and
* Incorporating changes, completed corrective actions, identified potential best practices, and lessons learned into future iterations of the Integrated Preparedness Cycle and Integrated Preparedness Plan.

# Multi-year Schedule of Preparedness Activities

The following instructions are provided to guide you in filling in the multi-year schedule template in Excel; however, any format can be used. The template can be modified to meet the requirements of the organization. The guidelines in this section will assist you in entering the appropriate information into the template.

* Go to the Q1 Y1 tab representing Quarter 1 of the first year of the planning period.
* Enter the appropriate quarter and year in the upper left corner.
* Each Quarter tab is broken down by month along the left side and by preparedness priority along the top. The table is then further broken down within in each month by preparedness activity type: Planning, Organizing, Equipping, Training, and Exercises.
* Repeat Steps 1-3 for Q2-Q4 of Year 1.
* Review the Year 1 tab. All events entered in the quarter sheets is automatically populated in the Year 1 sheet.
* Repeat steps 1-5 for additional years. Then review “Multi-Year View” tab for accuracy and completeness; all data entered in Years 1, 2, and 3 tabs is automatically populated in “Multi-Year View” tab.
* If necessary, wording within each cell can be color coded by jurisdiction/organization.
* Remember to consider the cycle, mix, and range of preparedness activities.

## Integrated Preparedness Schedule Q1 Y1 2021

Note: This is just an example of what the table would look like in the Excel-based Multi-Year Schedule Template; however, if needed, the jurisdiction/organization can utilize this table in Word or any other method designed by the jurisdiction/organization. Templates are only provided as a starting point and use is not mandatory.

### January 2021

| **Activity** | **Priority 1** | **Priority 2** | **Priority 3** | **Priority 4** | **Priority 5** |
| --- | --- | --- | --- | --- | --- |
| **Plan** |  |  |  |  |  |
| **Organize** |  |  |  |  |  |
| **Equip** |  |  |  |  |  |
| **Train** |  |  |  |  |  |
| **Exercise** |  |  |  |  |  |

### February 2021

| **Activity** | **Priority 1** | **Priority 2** | **Priority 3** | **Priority 4** | **Priority 5** |
| --- | --- | --- | --- | --- | --- |
| **Plan** |  |  |  |  |  |
| **Organize** |  |  |  |  |  |
| **Equip** |  |  |  |  |  |
| **Train** |  |  |  |  |  |
| **Exercise** |  |  |  |  |  |

### March 2021

| **Activity** | **Priority 1** | **Priority 2** | **Priority 3** | **Priority 4** | **Priority 5** |
| --- | --- | --- | --- | --- | --- |
| **Plan** |  |  |  |  |  |
| **Organize** |  |  |  |  |  |
| **Equip** |  |  |  |  |  |
| **Train** |  |  |  |  |  |
| **Exercise** |  |  |  |  |  |