

2019-2024 Public Health Emergency Preparedness (PHEP) Notice of Funding Opportunity Exercise Requirements

To effectively implement the quality improvement cycle, PHEP recipients and subrecipients should ensure submission of the following drill and exercise documentation as specified.

Requirement	Submission Cycle	Submission Location	States	Directly Funded Localities	Higher Risk Jurisdictions	Other Local Cities Readiness Initiative (CRI) Jurisdictions	U.S. Affiliated Pacific Islands (USAPI)/U.S. Virgin Islands (USVI)
Drill: facility setup	Once a year, no later than June 30	ORR	Intentionally blank	X	X	X	Option 1*
Drill: staff notification and assembly drill	Once a year, no later than June 30	ORR	Intentionally blank	X	X	X	Option 2*
Drill site activation	Once a year, no later than June 30	ORR	Intentionally blank	X	X	X	Option 3*
Drill: dispensing throughput Only used if throughput not calculated during dispensing full-scale exercise (FSE)	Once every 5 years	ORR	Intentionally blank	X	X	X	X
Test: Inventory management and tracking system (IMATS)/ inventory data exchange (IDE)	Once a year, no later than June 30	ORR	X	X	Intentionally blank	Intentionally blank	X
Annual PHEP exercise: must include at-risk population partners	Once a year, no later than June 30	ORR	X	X	Intentionally blank	Intentionally blank	X

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Joint exercise with Hospital Preparedness Program (HPP) and emergency management: either a functional exercise (FE), an FSE, or a real incident	Once every 5 years	ORR	X	X	Intentionally blank	Intentionally blank	X
Drill; Emergency operations center (EOC) staff notification and assembly drill (formerly performance measure 3.1)	Once a year, no later than June 30	Now collected in the ORR	X	X	Intentionally blank	Intentionally blank	X
Tabletop exercise (TTX): anthrax	Once every 5 years	ORR	X	X	X	X	Intentionally blank
TTX: pandemic influenza	Once every 5 years	ORR	X	X	X	X	X
TTX: administrative preparedness	Once every 5 years	ORR	X	Intentionally blank	Intentionally blank	Intentionally blank	Intentionally blank
TTX: Continuity of operations (COOP)	Once every 5 years	ORR	X	X	Intentionally blank	Intentionally blank	X

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TTX: Lab COOP	Once every 5 years	ORR	X	X	Intentionally blank	Intentionally blank	X
FE: pandemic influenza - critical workforce	Once every 5 years	ORR	X	X	X	X	Intentionally blank
FSE: pandemic influenza	Once every 5 years	ORR	X States without higher risk jurisdictions**	Intentionally blank	Intentionally blank	X	X Optional
FSE: anthrax distribution	Once every 5 years	ORR	X States with higher risk jurisdictions**	X	Intentionally blank	Intentionally blank	Intentionally blank
FSE: anthrax dispensing	Once every 5 years	ORR	Submit only if MCM plan includes state-run PODs	X	X	Intentionally blank	Intentionally blank
All EOC activations having a public health component (including public health EOC, department operations center (DOC), etc.)	Each activation	ORR	X	X	Intentionally blank	Intentionally blank	X

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After-action report (AAR)/ Improvement plan (IP)	Submit with each incident, FE, and FSE	ORR	X	X	X	X	X Required for public health incidents in which the EOC is activated
Training and exercise planning workshop (TEPW)	Once a year, no later than June 30	ORR	X	X	Intentionally blank	Intentionally blank	X Every two years
Training and exercise planning form with supporting multiyear training and exercise plan (MYTEP)	Once a year, no later than June 30	ORR	X	X	X	X	X

*USAPI/USVI recipients must complete one of the three drill options (facility setup, staff notification and assembly, or site activation) annually. The same drill option must not be submitted in consecutive years.

**States that have both higher risk CRI planning jurisdictions for intentional anthrax release and CRI planning jurisdictions that do not meet the higher risk criteria can demonstrate operational readiness through a distribution FSE for anthrax or pandemic influenza.

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