



## Training and Exercise Plan (TEP)

HSEM conducts an annual workshop to produce a multiyear training and exercise plan ([TEP](#)). The TEP outlines state priorities and establishes a three-year calendar of statewide training and exercise events. The TEP represents the shared work of Minnesota emergency management personnel at all governmental levels, as well as non-governmental emergency management organizations.

State and local emergency managers use the [TEP-EZ Form](#) to add training and exercise activities to the TEP (see the [TEP-EZ Form Instructions](#)). Activities recorded in the TEP include multi-jurisdictional, multi-agency, and multi-disciplinary training and exercises. Activities funded with federal grants are also recorded.

Jurisdictions that receive Emergency Management Planning Grant (EMPG) funds are required to complete a three-year plan of training and exercise. These jurisdictions must also complete three exercises of any type each year. The three required exercises must be entered into the TEP.

Jurisdictions with questions about grant requirements may consult the [HSEM Grant Manual](#), their grant agreement or their grant manager. Find more information on the [HSEM Grants Page](#).

### Request Assistance

If you don't find what you're looking for, please check the [Training and Exercise Frequently Asked Questions \(FAQs\)](#).

Still didn't find what you need? Send us a [Training](#) or [Exercise Request for Assistance](#) form and we will be happy to help.