



**2010 - 2012
Multi Year
TRAINING AND EXERCISE PLAN**

ASPR Hospital Preparedness Program
CDC Public Health Emergency Preparedness Cooperative Agreement

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NMDOH Bureau of Health Emergency Management
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New Mexico Department of Health 2010 – 2012 TEP

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Executive Summary

The New Mexico Department of Health (NMDOH), Epidemiology and Response Division (ERD), Bureau of Health Emergency Management (BHEM), administers the State's CDC funded Public Health Emergency Preparedness Cooperative Agreement and the ASPR funded Hospital Preparedness Program.

The BHEM mission is to prepare, prevent, protect, respond and recover from public health emergency incidents. The vision is to develop an inclusive and cooperative system capable of responding to health emergencies in a timely, efficient and accountable manner, through collaboration with public and private partners.

The BHEM Education and Performance Development Section (EPDS) coordinates with the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) training and exercise units, strategic committees such as the Education and Training Advisory Committee (ETAC), as well as important Federal partners. This provides for efficient planning for joint trainings and exercises to meet multiple needs and requirements. Collectively this effort provides for cohesive and enhanced preparedness, maintains a state of readiness, and builds confidence within the citizenship, partners, and response professionals.

The BHEM Training and Exercise Plan (TEP) incorporates a strategy of designing and developing education, training, and exercise based on vulnerability assessments and grant requirements, utilizing a building block approach. This includes reviewing and evaluating real events, exercises and trainings, to develop future training and exercise plans. This approach focuses efforts on developing skills along pre-identified needs while building on existing strengths. This strategy provides strong documentation and improvement planning to enhance our long term planning capability.

Education, training, and exercise are provided in a blended approach. As training and exercise needs are identified, BHEM determines the most appropriate approach for meeting those needs, developing skills and building program strength. For training needs this approach may include online components, instructor-led classes, panel sessions, workshops, seminars, symposiums, or a combination of these components. For exercise requirements the approach follows the Homeland Security Exercise and Evaluation Program (HSEEP), so may include various exercise types from discussion-based exercises (seminars, workshops, tabletop exercises (TTX), or games) to operations-based exercises (drills, functional exercises (FE), or full-scale exercise (FSE). In addition all exercises are now entered into the National Exercise Scheduler (NEXS). This approach combined with the Training & Exercise Plan allows BHEM to maintain and refine capabilities, meet performance measures and increased skill levels of New Mexico health emergency responders.

Points of Contact

New Mexico Department of Health – Education and Performance Development Section

NM Department of Health
Bureau of Health Emergency Management
1301 Siler Rd. Bldg F
Santa Fe, NM 87507

Gregory Manz
Manager - Education, Training, and Performance Development
Office 505.476.8218
Mobile 505.412.1106
Fax: 505.476.8201
Email: Gregory.Manz@state.nm.us

Helen Yackel
Lead Instructional Designer
Learning Management System Coordinator
Office: 505.476.8260
Email: helen.yackel@state.nm.us

Julian J. Ortiz
Education & Training Coordinator
Office: 505.476.8239
Email: Julian.Ortiz1@state.nm.us

Aixia Zhang
Instructional Designer
Office: 505.476.8250
Email: aixia.zhang@state.nm.us

Dave Gilbert
Emergency Preparedness Exercise Coordinator
NM Department of Health
Office: 505.476.8301
Email: Dave.gilbert@state.nm.us

Purpose Statement

The purpose of the BHEM TEP is to build a capabilities and performance-based training and exercise program that provides a standardized methodology for emergency response training and exercise design, development, conduct, evaluation, and improvement planning. The BHEM training and exercise priorities are based on demonstrated needs, preparedness grant priorities, capabilities from the Target Capabilities List (TCL), and previous improvement plans.

With this Multi Year TEP, the aim is to reflect training activities which will take place prior to an exercise, allowing exercises to serve as a true validation of training. Training and exercise activities are continually evaluated so that future trainings and exercises evolve and escalate in compliance with the HSEEP.

The BHEM TEP is a living document that is updated and refined annually. It provides a roadmap for assuring an appropriate response to a public health emergency or event in New Mexico. This Plan will be provided to the New Mexico Department of Homeland Security and Emergency Management (NMDHSEM) for their use in developing their own Training and Exercise Plan (TEP) for the State of New Mexico.

TEP Program Priorities

- Medical Surge
- Mass Prophylaxis
- Medical Supplies Management and Distribution.
- National Incident Management System (NIMS)
- Needs of At-Risk Populations
- Regional Collaboration
- Cities Readiness Initiative
- Interoperable Communication Systems
- Tracking of Bed Availability (HA_vBED)
- Emergency System Advanced Registry of Volunteer Health Professionals (ESAR-VHP)
- Fatality Management
- Medical Evacuation/Shelter in Place
- Partnership/Coalition Development
- Pandemic Influenza Planning
- Obtain Local Health Department and Tribal Concurrence

Training Program

The BHEM Training Program is comprised of a variety of training modalities from online courses and components to standard instructor-led classes (ILTs), panel sessions, workshops, seminars and symposiums. The online components are often used for pre-requisite, introductory and specific job related trainings. They may be taken in advance of events or to assist with just-in-time (JIT) training. The standard instructor-led courses (ILTs) have a defined agenda and are provided to various audiences in New Mexico on an as-needed basis.

All trainings and exercises are available through our NMsphere Learning Management System (LMS). The LMS allows us to track learners who have registered and/or completed activities.

The Instructor-Led Classes (ILTs) and the Online Courses and Components are further explained below along with descriptions for each course. Schedules for upcoming ILTs and Online Courses are included in Appendix __ & __.

Instructor-Led Classes (ILTs)

The following ILT courses are available on an as needed basis for emergency response professionals in New Mexico and are taught by fully-qualified Instructors.

- **DOC Orientation/Refresher** –This course is primarily intended for assigned/identified Department Operations Center (DOC) personnel. Participants will be introduced to command and general staff functions, and control and coordination activities within the DOC.
- **Emergency Public Health Information & Communication (EPHIC)** – This course was recently developed after the release of the NM Medical Countermeasures Planning Guide. It is based on the communication plan the NMDOH has adopted for releasing Public Information and Communications during a Public Health emergency. This course may be deployed as a stand alone refresher course or as a component of a Mass Antibiotic Dispensing workshop.
- **Homeland Security Exercise and Evaluation Program (HSEEP) Orientation** –This course is adapted according to participant needs from the full HSEEP course. BHEM instructors tailor classes based on audience needs.
- **SNS Receive, Stage, and Store (RSS) Course** – This course will be co-sponsored by the DSNS training section at CDC. Additionally, BHEM retains the ability to deploy a state specific version of this course without CDC assistance. Participants will learn the basic four warehouse functions and operational concepts for managing DSNS medical materiel. Participants will be able to operate effectively in a Receiving, Storing and Staging (RSS) Warehouse by receiving, storing, picking, and shipping medical materiel in a public health emergency.
- **SNS Mobile Preparedness Course (MPC)** –This course will be co-sponsored by the DSNS training section at CDC. Additionally, BHEM retains the ability to deploy a state specific version of this course without CDC assistance. The Strategic National Stockpile (SNS) Preparedness Course trains federal, state, and local officials how best to use and manage the Strategic National Stockpile in response to a significant public health event. The course provides the participants information on mass antibiotic dispensing and DSNS operational concepts.
- **Mass Antibiotic Dispensing (MAD)** –This course will be co-sponsored by the DSNS training section at CDC. Additionally, BHEM retains the ability to deploy a state specific version of this course without CDC assistance. The objective of the Mass Antibiotic Dispensing Workshop is to train state/local planners and

- POD managers about staffing, opening, and managing mass antibiotic dispensing sites during a public health emergency. The Workshop is a collection of presentations, group activities, discussions and supporting materials that will be used to train state/local planners and POD managers about staffing, opening, and managing mass antibiotic dispensing sites during a public health emergency.

ILT-Courses Under Development

- **Point of Dispensing (POD) Orientation** – This course will be in development in 2010. The content of this course will be written according to improvement recommendations made from the SNS functional exercise planned for June 2010.

The schedule for Instructor-Led Courses is listed in Appendix A.

Online Training Courses

BHEM currently has several online courses developed, released, and available for use by New Mexico emergency response personnel. The courses were developed in coordination with various Subject Matter Experts (SMEs) both internally at the New Mexico Department of Health and/or by experts at various organizations including the University of New Mexico Centers for Disaster Medicine.

Some of these courses have been developed to provide Just-In-Time training. For example the N95 Online Training course was developed quickly to provide a pre-requisite course for the N95 Mask and fit testing that staff who perform direct client services were required to complete and PASS, prior to attending an actual fit-testing session.

Future courses include a series of courses to enhance the capacity of numerous healthcare provider systems managing “at-risk” individuals. This series titled “Hospital Emergency Planning for At-Risk Individuals” will provide information for hospital staff who have limited experience in handling specific at-risk patients. BHEM currently has one course in the series developed and released and plans to have two additional courses released for Pediatric Patients and Individuals with Mobility Impairments by June 2010.

All of these courses are available online through the NMsphere Learning Management System (LMS). They are available to New Mexico preparedness and response staff and volunteers, free of charge via the web and are accessible anytime and anywhere online access is available. For a full list of available online courses see Appendix B.

Online Courses Under Development

In addition to the courses that have already been released, there are a number of courses that are currently “in development”. The list of those courses along with the scheduled time of release is in Appendix C

Exercise Program

The BHEM Exercise Program attempts to ensure that training and exercise schedules are coordinated regionally to prevent duplication of efforts, ensure resources are not overextended during training or exercises, and maximize the efficacy of training and exercise appropriations. Moreover, schedule collaboration can present opportunities for jurisdictions and agencies to fulfill multiple grant requirements with a single exercise or training course. Some of the National preparedness and response objectives are a focus of the TEP and are used as a foundation for planning and training. The TEP demonstrates capability to reach those objectives by conducting a mix and range of exercises that in turn provide information for program improvements. An Executive Summary Briefing shall be included in all exercises.

HPP Level One Sub-capabilities are combined in a quarterly hospital preparedness drill to maintain and refine for sustainability of state preparedness efforts. Coordination with local emergency management, the State Emergency Operations Center, and the Public Health Emergency Preparedness program is a secondary objective incorporated into the drill.

The TEP benefits from utilization of the LLIS.gov secure portal for sharing of knowledge, expertise and best practices by colleagues from across the nation in health emergency response. The TEP also reflects input from New Mexico BHEM participation in a FEMA R6 collaborative conference calling schedule.

For exercises scheduled in the first year, approximate dates are be available. For second and third year schedules, tentative dates are used.

For Exercise Schedules refer to Appendix E.

YEAR 3 Projected Trainings	July 2011 - June 2012											
	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
Course	July '11	Aug. '11	Sept. '11	Oct. '11	Nov. '11	Dec. '11	Jan. '12	Feb. '12	Mar. '12	Apr. '12	May '12	Jun. '12
DOC Orientation		X			X			X			X	
EPHIC/Shelf Kit					X						X	
HSEEP		X						X				
RSS: Receiving and Inventory (ILT)			X						X			
NM Mobile Preparedness Course			X						X			
POD Orientation (ILT Regions)			X						X			
Quarterly Meeting covering all Level 1 subcapabilities			X					X				
Quarterly Meeting covering all Level 2 subcapabilities										X		

APPENDIX B: NMsphere Online Courses Currently Available

January 1, 2010

To access these courses, go to www.nmsphere.org and create your account to log on..

NMsphere Online Courses Available Now!	
<i>Answering the Call (ATC) Curriculum</i>	<i>Answering the Call Curriculum</i> is organized into nine online modules covering general concepts of emergency preparedness and response, specific roles as well as responsibilities of New Mexico agencies and individuals during a crisis. The ATC content was authored by the New Mexico Department of Health, Bureau of Health Emergency Management (NMDOH BHEM) and UNM Department of Emergency Medicine Center for Disaster Medicine. Learners must pass the curriculum with a score of at least 70%.
<i>HIPAA Basic Privacy Online Course</i>	<i>HIPAA Basic Privacy Online Course</i> is available for non-NMDOH individuals, which includes NMDOH Contractors, NMserves volunteers, as well as New Mexico POD planners and staff. This online course covers standards under HIPAA for controlling the use and disclosure of “protected health information” (PHI). The course includes a practice and final test. Learners must pass the final test with a score of at least 85%.
<i>Hospital Emergency Planning for Individuals with Behavioral Health Disorders</i>	<i>Hospital Emergency Planning: for Individuals with Behavioral Health Disorders</i> was developed to provide hospital personnel with an awareness of behavioral health disorders, provide tools for non-mental health hospital staff to interact with patients with such disorders during emergencies, and to identify potential legal issues pertaining to persons with behavioral health disorders. It is the first in a series of courses for hospital emergency planning for at-risk populations.
<i>N95 Online Training Course</i>	<i>N95 Online Training Course</i> is targeted to PHD staff with emphasis on those who perform direct client services. DOH employees should check with their supervisors for direction before registration. This course is a prerequisite to actual fit testing which along with a medical evaluation are required annually. The New Mexico Department of Health has developed this training course as required by the Occupational Safety and Health Administration standard 29 CFR 1910.134. This course meets the training standard as required by the New Mexico Department of Health/Public Health Division Respiratory Protection Program. The N95 disposable particulate respirator has been chosen by the New Mexico Department of Health as the mode of respiratory protection to be used in the event of employee exposure to airborne infectious agents in the workplace. The content of this course includes: what an N95 is, why an N95 is necessary, how people will be protected from an N95, advantages and limitations of the N95, Proper use of the N95 and the N95 fit testing process. A Knowledge Review is included at the end of the course and requires a 70% or higher to successfully complete this course.
<i>New Mexico Statewide Immunization Information System(NMSIIS) Introduction</i>	<i>NM Statewide Immunization Information System (NMSIIS) Introduction</i> provides an overview of the NMSIIS structure and basic features needed for immunization registry. The audience for this course could be the health providers and any related health care worker who work on recording and tracking the most up-to-date immunization information on the active patients or clinics.
<i>Nmserves Volunteer Orientation Online Course</i>	<i>Nmserves Volunteer Orientation Online Course</i> will introduce you to Nmserves, New Mexico's statewide registry of volunteers who are available to assist in the event of a public health emergency. It also provides information about Nmserves and the concepts of volunteering. Course participants will include volunteers who have enrolled in the registry, as well as those who are considering becoming a member of Nmserves.
<i>SNS: Introduction</i>	<i>SNS: Introduction to Strategic National Stockpile (SNS) Terms and Concepts</i> provides

<i>to Strategic National Stockpile (SNS) Terms and Concepts</i>	a basic introduction to the Strategic National Stockpile. It defines and provides the background of the SNS, covers concepts for SNS deployment and distribution, and major components of the SNS. A test is included at the end of the course and requires a 70% or higher to successfully complete this course.
<i>SNS: Introduction to Distribution Nodes (DN)</i>	<i>SNS: Introduction to Distribution Nodes (DN)</i> introduces the concept of distribution nodes. It provides examples and concepts of when DNs may be used as well as the purpose and job functions in a DN. A test is included at the end of the course and requires a 70% or higher to successfully complete this course.
<i>SNS: Point of Dispensing (POD) Introduction</i>	<i>SNS: Point of Dispensing (POD) Introduction</i> is an initial orientation for individuals who may be asked to work in a Point of Dispensing (POD) site during an emergency. The audience for this course could include: individual volunteers, members of volunteer organizations or local and state staff. The course is intended to provide enough information so that participants can complete a self assessment of how they could contribute to operations of a POD.

APPENDIX C: Three-Year Online Course Development Schedule

	July 2009 - June 2010											
Course	July '09	Aug. '09	Sept. '09	Oct'09	Nov. '09	Dec. '09	Jan. '10	Feb. '10	Mar. '10	Apr. '10	May '10	Jun. '10
New Mexico Vaccine Storing, Handling and Ordering							X					
Receiving, Staging and Storing Overview									X			
SNS: RSS Security Introduction									X			
SNS: RSS Distribution Driver Role Introduction										X		
Hospital Emergency Planning for Pediatric Patients												X
Hospital Emergency Planning for Individuals with Mobility Impairments												X
	July 2010 - June 2011											
Course	July '10	Aug. '10	Sept. '10	Oct. '10	Nov. '10	Dec. '10	Jan. '11	Feb. '11	Mar. '11	Apr. '11	May '11	Jun. '11
SNS: RSS Quality Control Introduction		X										
SNS: RSS Distribution Lead Role Introduction			X									
SNS: Pick Team Lead Role Introduction				X								
SNS: RSS Quality Control Lead Role Introduction					X							

Appendix D: Legend of Exercise Types

SEMINAR

A **SEMINAR** orients participants to authorities, strategies, plans, procedures, protocols, resources, concepts, and ideas. Seminars are the basic building block for exercise development. (Discussion-based)

WORKSHOP

WORKSHOPS represent the second tier of exercises in the building-block approach. Although similar to seminars, in workshops participant interaction is increased and the focus is on achieving or building a product. (Discussion-based)

TABLE TOP (TTX)

A **TTX** is intended to stimulate discussion of various issues regarding a simulated scenario. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined incident. (Discussion-based)

DRILL

A **DRILL** is a coordinated, supervised activity that is usually employed to test a single specific operation or function in a single agency. (Operations-based)

FUNCTIONAL (FE)

An **FE**, also called a command post exercise (CPX), is designed to test and evaluate individual capabilities, multiple functions or activities within a function, or interdependent groups of functions. Movement of personnel and equipment are simulated. (Operations-based)

FULL SCALE (FSE)

A **FSE** is a multi-agency, multi-jurisdictional exercise that tests many facets of emergency response and recovery. An FSE focuses on implementing and analyzing the plans, policies, and procedures developed in discussion-based exercises and honed in previous, smaller, operations-based exercises. (Operations-based)

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Appendix E: NMDOH Multi-Year Exercise Calendar

State FY10	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
<i>Jurisdiction</i>	2009 July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
NMDOH State-level exercise Pandemic Flu Fat.Man., Evac. SIP, Pharm. Cache, ACS, MOU's Partnerships / Coalitions							IPC	MPC		FPC		FE
							TTX		TTX		TTX	TTX
City of ABQ. CRI-MSA				Drill			Drill			Drill		FSE
NMDOH Hospital Preparedness Program Drill						Drill			Drill			Drill

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Appendix E *continued*: NMDOH Multi-Year Exercise Calendar

State FY10	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
NMDOH Healthcare System Symposium on Influenza Pandemic				Abq				Las Cruces				
NMDOH DOC ICS SNS											DOC ICS	SNS FE
NMDHSEM Area 3, NMED, NMDOH Haz Mat Incident InterOp Comm				FE								
State FY11	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
<i>Jurisdiction</i>	2010 July	Aug	Sept	Oct	Nov	2011 Dec	Jan	Feb	Mar	Apr	May	June
NMDOH State Level Exercise Chemical / Radiation Release				IPC		MPC		FPC				FE
State FY 12	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
NMDOH State-Level Exercise Earthquake				IPC		MPC		FPC				FE

Appendix F: State TAR Exercise Schedule

REGION	<i>STATE TAR EXERCISE SCHEDULE AUGUST 09, 2009 - AUGUST 08, 2010</i>											
	Qtr 1			Qtr 2			Qtr 3			Qtr 4		
	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
PUBLIC HEALTH R1		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	
PUBLIC HEALTH R2		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	
PUBLIC HEALTH R3		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	
PUBLIC HEALTH R4		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	
PUBLIC HEALTH R5		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	
STATE LEVEL		Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill			Staff Call-Down Drill	

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APPENDIX G: Three-Year Completed Exercise Schedule

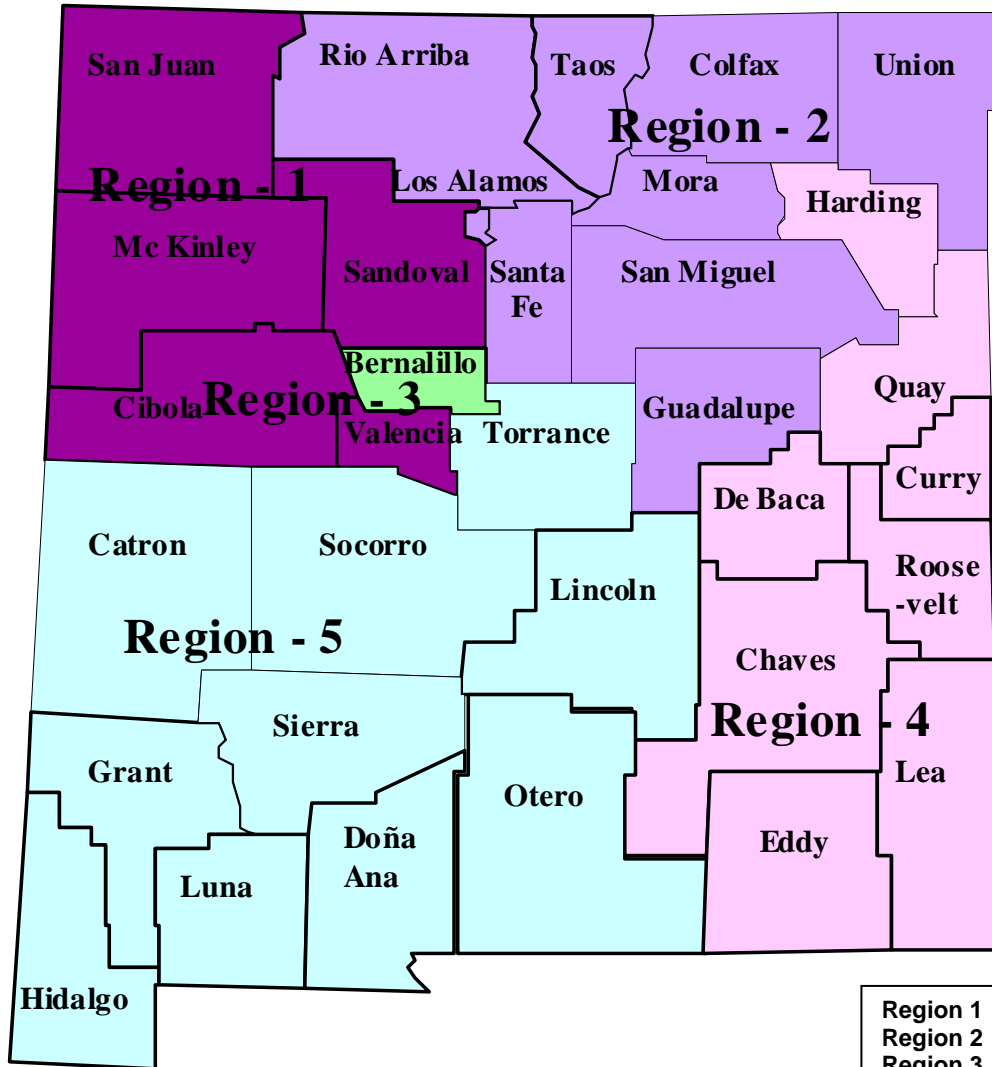
Date: 20091214

Version: 03 dwg

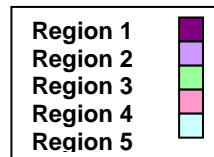
Date	Event or Exercise	Jurisdiction	Exercise / File Name	AAR / IP_Data Collection Y/N
20071012	EX	NMDOH	SNS / DOC Table Top Exercise # 1	Y
20071015	EX	NMDOH	SNS / DOC Table Top Exercise # 2	Y
20071115	EX	NMDOH	SNS / DOC Table Top Exercise # 3	Y
20080320	FE	NM DOH	SNS / DOC Functional Exercise DOH	Y
20080411	EVENT	NMDOH	Pan Flu Summit	N
20080711	TTX	COA	MMRS / Hospital Evac TTX	Y
20080819	TTX	CRI MSA NM	CRI MSA TTX	Y
20080825	EVENT	National	Hurricane Gustav	N
20080826	TTX	NMDOH	COOP TTX DOH	Y
20080828	TTX	NMDOH / STATE	Telework TTX	Y
20080909	EVENT	National	Hurricane Ike	N
20081021	TTX	NMDOH OBH	Luna_Palomas_Chihuahua BiNat_Corridor TTX	Y
20081124	Drill	CRI MSA	CRI_MSA_2008	Y
20090828	TTX	NMSU AG	NMSU AgBioSecurity_Crossroads_Dairy FAD	N
20090120	TEPW	Statewide	DHSEM TEPW	Y
20090512-14	FSE	NMSU AG	NMSU AgBioSecurity_Crossroads_Dairy FAD	Y
na			Rainbow Gathering	na
na	EVENT	DHSEM	White Powder Event	na
20090423	Drill	CRI MSA	CRI_MSA_2009	Y
20090515	EVENT	R2 PH	H1N1 Activation	Y
20090515	EVENT	ERD H1N1	H1N1 Activation	Y
20090623-24	Drill	NMDOH	HPP Drill_NMDOH_2009	Y
20090624	Drill	NMDOH	BP09\StateNM_call-down AAR 6 24 09	Y
20090629	TTX	NMDOH	TTX MEMS_CLC_BSting_2009	Y
20090626	TTX	NMDOH OBH	Luna_Palomas_Chihuahua BiNat_Corridor	Y
20090721	TTX	NMDOH	TTX HospEvac_DOH_TTech_2009	Y
20090723	TTX	NMDOH	TTX HospEvac_DOH_TTech_2009	Y
20090720	Drill	CRI MSA	Drill CRI_MSA_2009	Y
20090724	FSE	NMDOH OBH	FSE Luna_Palomas_Chihuahua BiNat_Corridor	Y
20090812	FE	COA	NDMS_MMRS_Functional_Exercise	Y
20090916	FE	USPIS	USPS Bio_Det_System	Y
20091002	EVENT	NMDOH	NM Flu Symposium 2009October	N
20091014	FE	NMED DHSEM	NMED_DHSEMArea3PrepExercise FE	Y
20091014_15	FE	COA	CRI_MSA_2009 FE	Y
20091202	Drill	NMDOH	HPP Drill	Under dvlpt.

Appendix H: NMDOH Public Health Regions Map

New Mexico Department of Health (DOH) Regions



Created: 8/12/05 Updated: 8/16/05



- Region 1:** Cibola, Mc Kinley, Sandoval, San Juan, and Valencia
- Region 2:** Colfax, Guadalupe, Los Alamos, Mora, Rio Arriba, Santa Fe, San Miguel, Taos, and Union
- Region 3:** Bernalillo
- Region 4:** Chaves, Curry, De Baca, Eddy, Harding, Lea, Quay, and Roosevelt
- Region 5:** Catron, Dona Ana, Grant, Hidalgo, Lincoln, Luna, Otero, Sierra, Socorro, and Torrance

Appendix I: NMDOH List of Acronyms

AAR IP	After-Action Report/Improvement Plan
ASPR	Assistant Secretary for Preparedness and Response
BHEM	Bureau of Health Emergency Management
CDC	Centers for Disease Control and Prevention
CRI	Cities Readiness Initiative
EPDS	Education and Performance Development Section
ETAC	Education and Training Advisory Committee
EOC	Emergency Operations Center
ERD	Epidemiology and Response Division
HSPP	Health Systems Preparedness Program
HSEEP	Homeland Security Exercise and Evaluation Program
NEXS	National Exercise Scheduler
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NRP	National Response Plan
NMDOH	New Mexico Department of Health
NMDHSEM	New Mexico Department of Homeland Security and Emergency Management
NM MEMS	New Mexico Modular Emergency Medical System
OMI	Office of the Medical Investigator
RHPC's	Regional Health Preparedness Coordinators
TEP	Training and Exercise Plan
UHF	Ultra High Frequency
USDHS	United States Department of Homeland Security

**NMDOH
Multi Year
EXERCISE PLAN**



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