[Organization]

Integrated Preparedness Plan

[Date]

# Preface

[Provide introductory language as necessary. Consider specifying or describing:

* The role of the Integrated Preparedness Plan;
* The years covered under the Integrated Preparedness Plan;
* Which organization(s) maintain the Integrated Preparedness Plan; and
* Which organization(s) participated in the development of the Integrated Preparedness Plan;

# Points of Contact (POCs)

[POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

[POC:]

[Name]

[Title]

[Agency]

[Street Address]

[City, State ZIP]

[xxx-xxx-xxxx (office)]

[xxx-xxx-xxxx (cell)]

[e-mail]

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# Purpose

[Modify and augment language in this section as appropriate.]

The purpose of an Integrated Preparedness Plan is to document the ways an organization intends to close gaps in planning, organization, equipment, training and exercising associated with priority [core capabilities](https://www.fema.gov/core-capabilities) over multiple years.

The Integrated Preparedness Plan uses a cyclical approach. Once a plan is developed, an organization is modified, or equipment is purchased, a training is provided to educate personnel on the new plan, structure or equipment. After the training is provided, an exercise is held to validate that the plan, organization, equipment and/or training was effective, and the lessons learned are documented in the After-Action Report / Improvement Plan (AAR/IP). The plan, organization, equipment, or training is then updated based upon lessons learned through the exercise, and the cycle begins again.

Exercises should follow a progressive building approach - enabling organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved.

This Integrated Preparedness Plan serves as a roadmap for [Organization] to follow in accomplishing the priorities described therein and should be considered a living document that should be updated and refined at least annually.

# Program Priorities

The priority Core Capabilities for this Integrated Preparedness Plan are:

* [Priority Core Capability 1]
* [Priority Core Capability 2]
* [Priority Core Capability 3]
* [Priority Core Capability 4]
* [Priority Core Capability 5]

These priority Core Capabilities are the focus of this Integrated Preparedness Plan, though other non-priority Core Capabilities are included as well.

## [Priority Core Capability 1]

[Core Capability Definition]

### Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/Improvement Plans(IP), threat/hazard identifications, policy documents, , etc. that relate to why this has been deemed a priority Core Capability.]

### Supporting Plans, Organizational Changes, Equipment, Trainings or Exercises planned:

* [Identify plans that you will create/update, modifications to the organization that will be implemented, Equipment that is being budgeted for or purchased, trainings that staff will participate in, and exercises being planned which will close gaps in this Priority Core Capability.]

##

## [Priority Core Capability 2]

[Core Capability Definition]

### Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/Improvement Plans(IP), threat/hazard identifications, policy documents, etc. that relate to why this has been deemed a priority Core Capability.]

### Supporting Plans, Organizational Changes, Equipment, Trainings or Exercises planned:

* [Identify plans that you will create/update, modifications to the organization that will be implemented, Equipment that is being budgeted for or purchased, trainings that staff will participate in, and exercises being planned which will close gaps in this Priority Core Capability.]

## [Priority Core Capability 3]

[Core Capability Definition]

### Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/Improvement Plans(IP), threat/hazard identifications, policy documents, , etc. that relate to why this has been deemed a priority Core Capability.]

### Supporting Plans, Organizational Changes, Equipment, Trainings or Exercises planned:

* [Identify plans that you will create/update, modifications to the organization that will be implemented, Equipment that is being budgeted for or purchased, trainings that staff will participate in, and exercises being planned which will close gaps in this Priority Core Capability.]

## [Priority Core Capability 4]

[Core Capability Definition]

### Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/Improvement Plans(IP), threat/hazard identifications, policy documents, , etc. that relate to why this has been deemed a priority Core Capability.]

### Supporting Plans, Organizational Changes, Equipment, Trainings or Exercises planned:

* [Identify plans that you will create/update, modifications to the organization that will be implemented, Equipment that is being budgeted for or purchased, trainings that staff will participate in, and exercises being planned which will close gaps in this Priority Core Capability.]

## [Priority Core Capability 5]

[Core Capability Definition]

### Rationale:

* **[**As applicable, reference any items from past After-Action Reports (AAR)/Improvement Plans(IP), threat/hazard identifications, policy documents, , etc. that relate to why this has been deemed a priority Core Capability.]

### Supporting Plans, Organizational Changes, Equipment, Trainings or Exercises planned:

* [Identify plans that you will create/update, modifications to the organization that will be implemented, Equipment that is being budgeted for or purchased, trainings that staff will participate in, and exercises being planned which will close gaps in this Priority Core Capability.]

# Multi-year Schedule

## Plans

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date (month/quarter & year) | Plan Name | Plan Lead Agency | Core Capability | Agencies on Planning Team | Funding | Notes |
|  |  |  |  |  |  |  |
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## Organization

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date (month/quarter & year) | Impacted Organizations | Organizational Change | Core Capability | Funding | Notes |
|   |   |   |   |   |   |
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|   |   |   |   |   |   |

## Equipment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date (month/quarter & year) | Equipment (quantity and type) | Description of change | Responsible Organization | Core Capability | Funding | Notes |
|   |   |   |   |   |   |   |
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## Trainings

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date (month/quarter & year) | Course | Location/Host | Core Capability | Funding | Notes |
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## Exercises

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date (month/quarter & year) | Exercise Type | Location/Host | Core Capability | Participants | Funding | Notes |
|  |  |  |  |  |  |  |
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