


# Designing a Tabletop Exercise

The purpose of a Tabletop Exercise is to provide an opportunity for your team to review and discuss their responses to a simulated incident and to identify the information, actions, and notifications that are needed. A Tabletop Exercise is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. Tabletop Exercises can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, mitigation of, protection from, response to, and recovery from a defined incident. Generally, Tabletop Exercises are aimed at facilitating conceptual understanding, identify strengths and areas for improvement, and/or achieving changes in perceptions.

<b>Facilitator</b>		
<b>Date</b>		
<i>Assess the need</i> <b>What part of your Emergency Response Plan are you testing?</b>		
<i>Define the scope</i> <b>Participants: Who are the key people?</b>		
<i>Write a statement of purpose</i> <b>What is the reason for the activity?</b>		
<i>Define the objectives</i> <b>What are your objectives for this activity?</b>		
<i>Compose a narrative/scenario</i> <b>What is the narrative for the simulated situation?</b> What story will set the stage and encourage participants to think about the problem?		
	<b>What is going on?</b>	
	<b>What has already occurred?</b>	
	<b>What is the weather?</b>	
	<b>Who is involved?</b>	
	<b>Who is affected?</b>	
	<b>Who has been called and/or responded?</b>	
	<b>What have they already done?</b>	

	What additional problems does this situation cause?	
	What are the initial actions?	
	What additional problems do you want to consider?	
	What are possible new or cascading problems?	
	What should you do now?	
	What information do you need?	
	Who else needs to know?	
<i>List the expected actions</i>	What would be the correct response to the issue/situation?	
	What was the plan?	
	What happened and why?	
	What were our strengths?	
	What did we learn?	
	How do we improve?	

Follow up actions		
Who is Responsible	Action	Due Date