



DISCUSSION BASED TABLETOP EXERCISE: DESIGN TEMPLATE & DOCUMENTATION

This form shall be used to design and facilitate a Tabletop Exercise as well as provide appropriate documentation of performance and findings during the exercise.

Key Concept: A Tabletop Exercise (TTX) involves administrative staff, department heads and other key personnel in an informal group discussion focused on a hypothetical situation.

The general purpose of the TTX is to test existing plans, policies and procedures without incurring significant costs and time commitment required to deploy and test actual resources. A TTX allows participants to thoroughly work through a problem in a controlled environment at a slow pace in compressed or simulated time without the pressures of an operations-based exercise.

It is recommended that TTX be developed and completed on a regular basis for potential threats and perils that have been identified in the facility’s Hazard Vulnerability Assessment.

Goals:

Participants in a TTX will:

- Identify strengths and opportunities for improvement
- Enhance understanding of new concepts
- Change attitudes and perspectives

Conduct Characteristics:

- Requires an experienced person to facilitate the TTX
- Promotes in-depth discussions
- Involves slow-paced problem solving in simulated / compressed time

Date:	_____
Name of Facility:	_____
Name of Facilitator:	_____

** See attached sign-in sheet for names of participants and departments represented*



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Plans, Policies, Procedures Referenced for TTX:

Facilitator Guidelines:

This information is to be completed by the facilitator in order to establish the overall purpose of the TTX.

Purpose (Provide a statement summarizing the broad goal of the TTX):

Target Capabilities (Describe the desired performance of the operation to be tested):

Exercise Objectives (Describe desired performance of participants to address target capabilities):



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Tabletop Exercise Information:
This information is to be filled out by the facilitator and used as guideline for the TTX.

Scenario (Describe the storyline including time parameters that drives the exercise):

Identify Operational Period:	_____
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Identify Objectives for Operational Period:	_____
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Identify Tasks that Need to be Performed to Meet Objectives:	_____
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Identify NHICS Positions Activated & their Roles in Incident Management:	_____
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Insert #1 (Describe a new circumstance impacting the original scenario):

Identify New Operational Period:	_____
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Identify Objectives for New Operational Period:	_____
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Identify Tasks that Need to be Performed to Meet New Objectives:	_____
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Identify NHICS Positions Activated and their Roles in Incident Management:	_____
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Insert #2 (Describe a new circumstance impacting the original scenario):

Identify New Operational Period:	_____
Identify Objectives for New Operational Period:	_____
Identify Tasks that Need to be Performed to Meet New Objectives:	_____
Identify NHICS Positions Activated and their Roles in Incident Management:	_____

Insert #3 (Describe a new circumstance impacting the original scenario):

Identify New Operational Period:	_____
Identify Objectives for New Operational Period:	_____
Identify Tasks that Need to be Performed to Meet New Objectives:	_____
Identify NHICS Positions Activated and their Roles in Incident Management:	_____



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Tabletop Exercise Evaluation:
 Performance Narrative (Facilitator to provide a summary of participant performance during the TTX):

Identify Areas of Strength:	_____
Identify Opportunities for Improvement:	_____
Identify Role of NHICS in the TTX:	_____
Identify any Operational Changes that may be instituted as a result of the TTX:	_____

Signatures

Facilitator	_____	Date:	_____
Administrator/Executive Director	_____	Date:	_____

Participants *(see next page)*

**DISCUSSION BASED TABLETOP EXERCISE:
PARTICIPANT SIGN-IN SHEET**

PLEASE PRINT LEGIBLY

NAME (FIRST NAME & LAST NAME)	DEPARTMENT OR AGENCY	POSITION	SIGNATURE

