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| 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
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| **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:**  |
|       |

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| Facilitator Guidelines:This information is to be completed by the facilitator in order to establish the overall purpose of the TTX.  |
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| **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.  |
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| **Scenario** (Describe the storyline including time parameters that drives the exercise): |
|       |
| Identify Operational Period: |       |
| Identify Objectives for Operational Period: |       |
| Identify Tasks that Need to be Performed to Meet Objectives: |       |
| Identify NHICS Positions Activated & their Roles in Incident Management: |       |
| **Insert #1** (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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| **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: |       |

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| **Signatures**  |
| **Facilitator** |       | **Date:** |       |
| **Administrator/Executive Director** |       | **Date:** |       |

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| **Participants** *(see next page)* |

**PLEASE PRINT LEGIBLY**

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