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