10 Step Process

TABLETOP EXERCISE

Step 1: Assess Needs and Determine Scenario
- Research
  - Look at your hazard analysis
  - Review the history of incidents
  - Risks and Vulnerabilities
  - Current Concerns
- Choose a hazard to test
- Develop a draft scenario
  - Take 10 minutes to compose a quick narrative utilizing the scenario you have chosen

Step 2: Purpose and Scope
What is the purpose of the exercise?
- Are you testing a new or revised plan?
- Have you seen a problem that needs to be resolved?
- Is there a new law or regulation?
- New staff and students?

Step 3: Scope
Exercise scope consists of, but is not limited to, the days and hours of the exercise, the location/sites for exercise play, the number of exercise participants, and the type of exercise.

Defining the scope helps determine the number of controllers/evaluators needed and where they will be needed.

Step 4: Who Should be Involved
- Who should be on your planning team?
- Who should be involved in the exercise from the school district / charter school?
- Who should be invited from other agencies / jurisdictions?

Scope and Purpose
Take 10 minutes and write a purpose statement and define the scope.

Write down the planning team members and invitees to the exercise.
Step 5: Develop Objectives

- Utilize the S.M.A.R.T. method of developing objectives:
  - S = Specific — What exactly do you want to accomplish
  - M = Measurable — Can it be measured, how?
  - A = Achievable — Can you get it done in the time given?
  - R = Realistic/Relevant — Will it lead to desirable results? Are you ready?
  - T = Timely — When will it be accomplished?
- Take 5 minutes to develop 1-2 exercise objectives

Step 6: Developing Injects (MSEL)

- Where do you want the exercise to go?
  - Expected Actions
  - What do you want the participants to do?
- What do you want tested during the exercise?
  - New parts of the plan
  - One or more of your universal procedures (evacuation, shelter-in-place, etc.)
- How do you want to present the injects?
  - Verbally presented to the group as a whole
  - Given to specific people in positions that are then tasked with responding to the information
  - Written detailed events (problems) related to groups for discussion

Infects

Take 10 minutes to develop 3-5 injects for your exercise scenario

Write Major and Detailed Events

Prepare Messages

Step 7: Timeline

- When do you want to hold the exercise?
- Create a list of actions that need to be taken prior to the exercise
  - Is the plan complete — in draft form?
  - Are supporting documents ready (communication plans, maps, phone lists, media contacts, etc.)
  - Invites sent
  - Food
- Develop a schedule (very important for functional and full-scale exercises)

Step 8: Logistics

- Food / Refreshments
- Advanced Materials to Participants — Plans, procedures, etc.
- Sign-in Sheet, Handouts, Injects, Evaluations
- Presentation Method (PP, Flip Charts, Verbal, etc.)
- Room Set Up

Timeline and Logistics

Create a draft schedule leading up to the exercise

Make a list of logistical concerns that must be addressed prior to the exercise

10 Minutes
Step 9: Conducting the Exercise

- **Facilitator(s):**
  - Ground Rules
  - Safety and Security Precautions
  - Introducing the Objectives, Narrative and possibly Injects
- **Exercise Controllers:**
  - Controlling the pace and flow
  - Handling problems as they arise
  - Distributing messages
  - Aim for in-depth problem solving
- **Evaluators / Evaluation Method**
  - Exercise Evaluation Guides
  - Handout Evaluation at the End

Ground Rules

- This is *not* a test of current capabilities and plans. It is a discussion of probable responses to a hypothetical emergency and consequent cascading events.
- The exercise will be an open dialogue. All ideas and input are welcome.
- Finger pointing is not acceptable.
- One person speaks at a time.
- The scenario will be accepted as is. However, the facilitator may make modifications at her discretion.
- No hypothetical resources are available.
- There should be no expectation of issue resolution.

Controllers and Evaluators

Who can you use in your community to fulfill the roles of Facilitators, Controllers and Evaluators?

Step 10: Hotwash and After Action Report

- **Hotwash – Directly after the exercise**
  - What worked
  - What needs improvement
  - Lessons Learned
- **After Action Report – Written Report**
  - Objectives Realized
  - Strengths / Areas of Improvement
  - What actions should be taken and who is responsible for that action

Action Steps

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<th>Gap / Need Identified</th>
<th>Actions Needed</th>
<th>Point Person</th>
<th>Due by:</th>
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