

# About the content

Emergency preparedness is a crucial aspect of any organization's risk management strategy. Being prepared for unforeseen events and crises can make a significant difference in minimizing potential damages and ensuring the safety and well-being of patients, staff, and visitors. One effective method for evaluating and strengthening emergency preparedness is conducting tabletop exercises. Tabletop exercises serve as a powerful tool to assess and enhance emergency preparedness and response measures.

The following toolkit provides a framework for conducting tabletop exercises (TTX). By simulating various emergency scenarios in a controlled and safe environment, departments can test and challenge their emergency response capabilities, enabling them to confidently respond during a real-world emergency.

Use this toolkit to strengthen your organization's emergency preparedness, ensuring a coordinated, effective response in times of crisis. Download now and take proactive steps to enhance safety and resilience in your healthcare setting.

## What Is Included

This comprehensive Tabletop Exercise Toolkit provides a structured framework for planning, conducting, and evaluating emergency preparedness exercises. Key components include:

- **Planning Templates** – Step-by-step guides for structuring effective TTX sessions
- **Stakeholder Identification** – Strategies for involving key personnel in emergency preparedness
- **Scenario Development** – Guidance on crafting realistic emergency situations
- **Facilitation Techniques** – Best practices for leading discussions and engaging participants
- **Performance Assessment** – Tools for post-exercise evaluation and continuous improvement
- **After Action Reporting** – Frameworks for documenting outcomes and implementing enhancements

## Acknowledgements

### Created by

**Children's Mercy Kansas City**

### Disseminated in Collaboration with the

### Pediatric Pandemic Network

The Pediatric Pandemic Network is supported in part by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of cooperative agreements U11MC43532 and U11MC45814 with 0 percent financed with nongovernmental sources. The content presented here is that of the authors and does not necessarily represent the official views of, nor an endorsement by HRSA, HHS, or the U.S. Government. For more information, visit [HRSA.gov](https://www.hrsa.gov).

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# Framework

The following toolkit provides a framework for conducting tabletop exercises (TTX):

- Planning Templates
  - Background
    - Flexibility Statement
    - Confidentiality
  - Preparing a TTX
    - Define Objectives
    - Identifying Key Stakeholders
    - Establishing a Planning Timeline
    - Conducting Planning Meetings
    - Ensuring Effective Communication
    - Develop the Situation Manual (Sitman)
    - Design Exercise Material
    - Conduct Briefing
  - Conducting a TTX
    - Introduce the Exercise
    - Setting the Stage
    - Facilitate Discussion
    - Manage Time and Pace
    - Encourage Reflection
    - Exercise Wrap-Up
  - Assessing a TTX
    - Post-Exercise Debrief
    - Review Performance
    - Review Outcomes
    - Develop After Action Report
    - Continuous Improvement
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