

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

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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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