



Exploring Tabletop Exercises for Local Preparedness

Deborah Lord

Maine Emergency Management Agency

State Exercise Officer



Welcome



Exploring Tabletop Exercises

What is a Tabletop Exercise?

- Tabletop exercises (TTX or TTE) are structured discussions focusing on emergency response.
- Teams analyze their roles and actions during crises through hypothetical scenario walkthroughs.
- Participants collaborate in scenario-based discussions.
- Unlike real-life situations or simulations, TTXs offer a relaxed environment.
- Facilitators guide the process and prompt responses based on organizational emergency plans or procedures.
- Involves key stakeholders



Discussion Based vs Operational Based

Discussion based exercises focus on conversation and decision-making. Participants discuss their roles, responsibilities, and responses without executing actions in real-time.

- Seminars
- Workshops
- Tabletops

Operational based exercises involves the simulation of actual response activities. Participants actively carry out response actions to test operational capabilities.

- Drills
- Functional
- Full Scale

Exercise Program Management



- The HSEEP exercise cycle involves a systematic approach to planning, conducting, and evaluating exercises to enhance emergency preparedness.
- Continuous improvement is central to the HSEEP exercise cycle.
- Exercises should be based upon capability assessments, plans and procedures.



- Risk Identification
- Team Collaboration
- Role Clarification
- Decision-Making Practice
- Cost-Effectiveness
- Learning Opportunity
- Continuous Improvement
- Stakeholder Engagement
- Scalability
- Confidence Building

A decorative graphic consisting of several overlapping diamond shapes in teal, olive green, and yellow, arranged in a pattern that suggests movement or a stylized 'X' shape.

Benefits of Tabletop Exercises

Who Should Participate?

- **Key Stakeholders:** Representatives from relevant departments, agencies, organizations, and community groups should participate.
- **Inclusive Approach:** Participants may include emergency responders, policymakers, healthcare professionals, public health officials, community leaders, and others involved in emergency management.





Resources

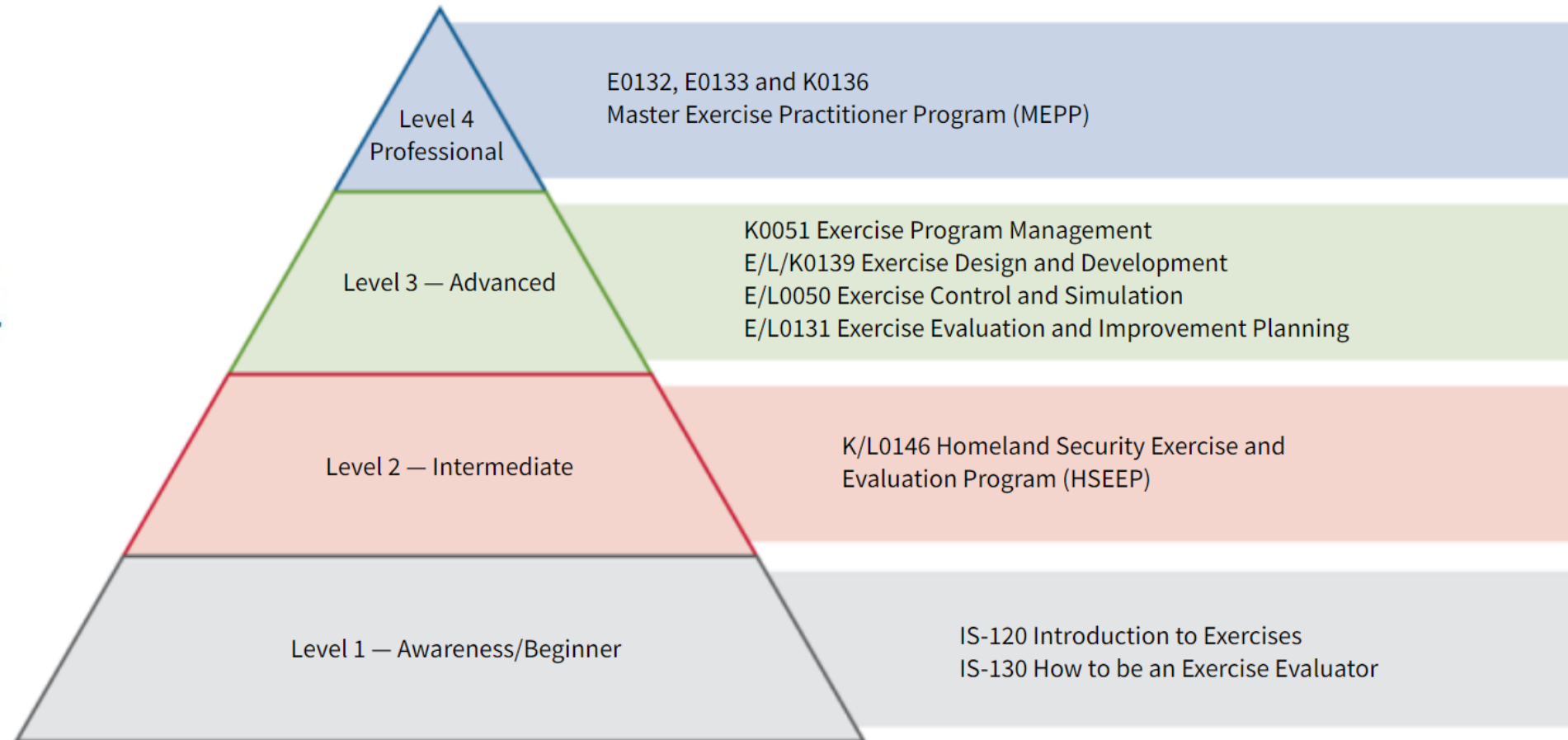
[Homeland Security Exercise and Evaluation Program \(HSEEP\) Overview](#)

[HSEEP Preparedness Toolkit](#)

Exercise Curriculum



FEMA
EMI



Final tips & takeaways

- Play a vital role in enhancing preparedness, coordination, and response capabilities.
 - Build vital partnerships
 - Boosts team confidence and morale
 - Scalable and adaptable to different organizational needs
 - Further continuous improvement
- Use of placements
 - Exercises in a box
 - [Prep Tool kit](#)
 - [CTEP](#)
 - Don't reinvent the wheel
 - Collaborate and Coordinate with County EMA's



Thank you

Deborah Lord

deborah.j.lord@maine.gov

[Maine Emergency Management Agency](#)