

Tabletop Exercise Planning



Running Exercises at Your Health Center

Objectives

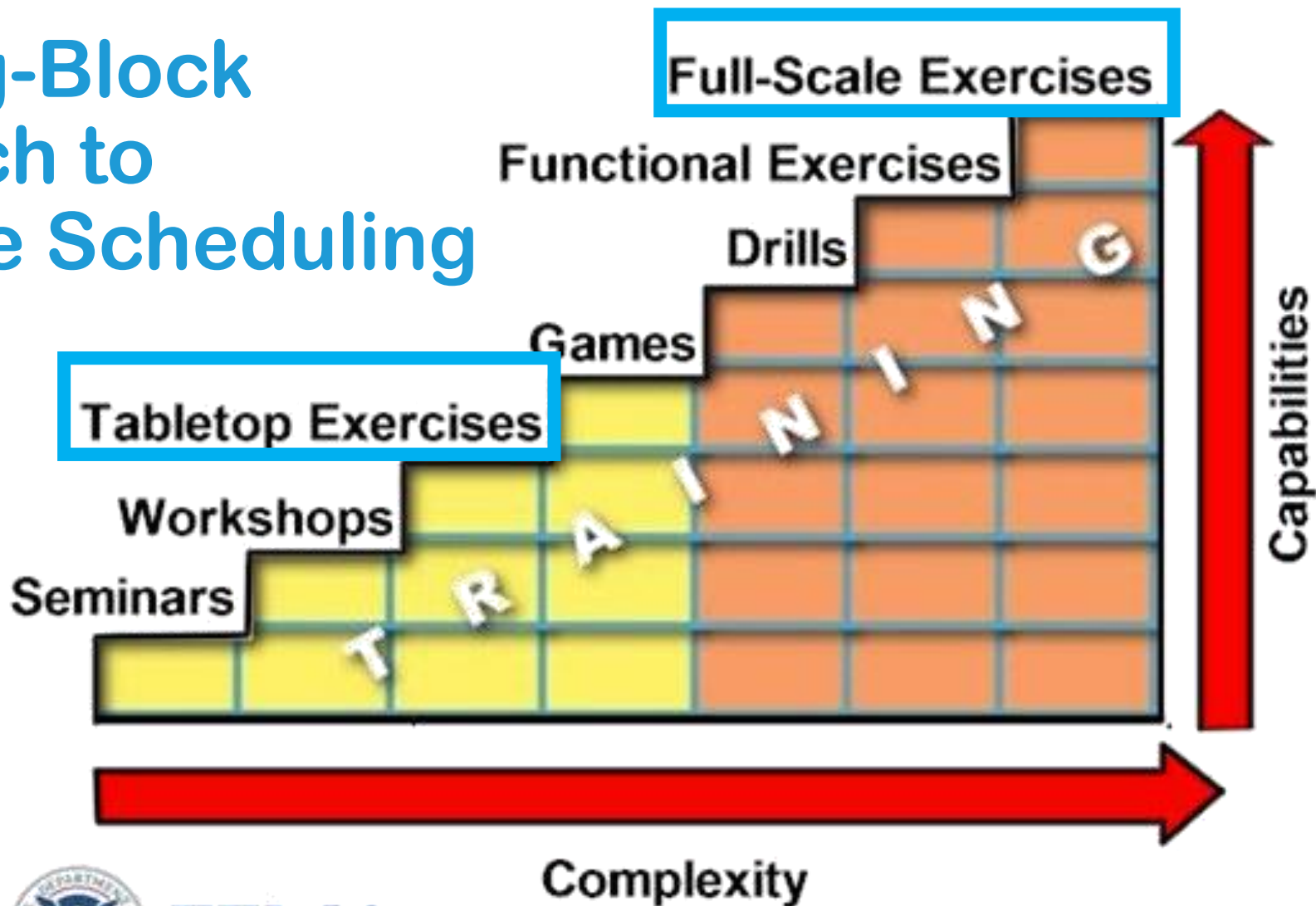
- Review CMS EP Rule exercise requirements
- Discuss the features of tabletop and full-scale exercises
- Briefly review the HSEEP exercise planning process
- Develop tabletop exercise objectives as a group for a pre-defined exercise scope
- Discuss next steps to support primary care centers' development of a tabletop exercise for their organization

CMS EP Rule Exercise Requirements

Facilities are required to participate in a full-scale exercise that is community-based or an individual facility-based exercise when a community-based exercise is not accessible AND conduct an additional exercise that may include a second full-scale community or facility-based exercise or a tabletop exercise (as described in the regulations.)



Building-Block approach to Exercise Scheduling



FEMA

Tabletop Exercise (TTX) vs. Full-Scale Exercise (FSE)

TTX	FSE
<ul style="list-style-type: none">• Discussion-based; time usu. simulated	<ul style="list-style-type: none">• Operations-based; usu. conducted in real time
<ul style="list-style-type: none">• Players discuss each individual concept in depth, in a collaborative fashion	<ul style="list-style-type: none">• Multiple pieces of a plan are tested simultaneously
<ul style="list-style-type: none">• Hypothetical, simulated incident	<ul style="list-style-type: none">• Personnel and resources from multiple stakeholders are mobilized
<ul style="list-style-type: none">• Players talk through what they would do if the scenario occurred	<ul style="list-style-type: none">• Players respond as if a real incident had occurred

Let's Start Planning an Exercise!



Mini Concepts & Objectives Meeting
Happening NOW

Don't be Overwhelmed!

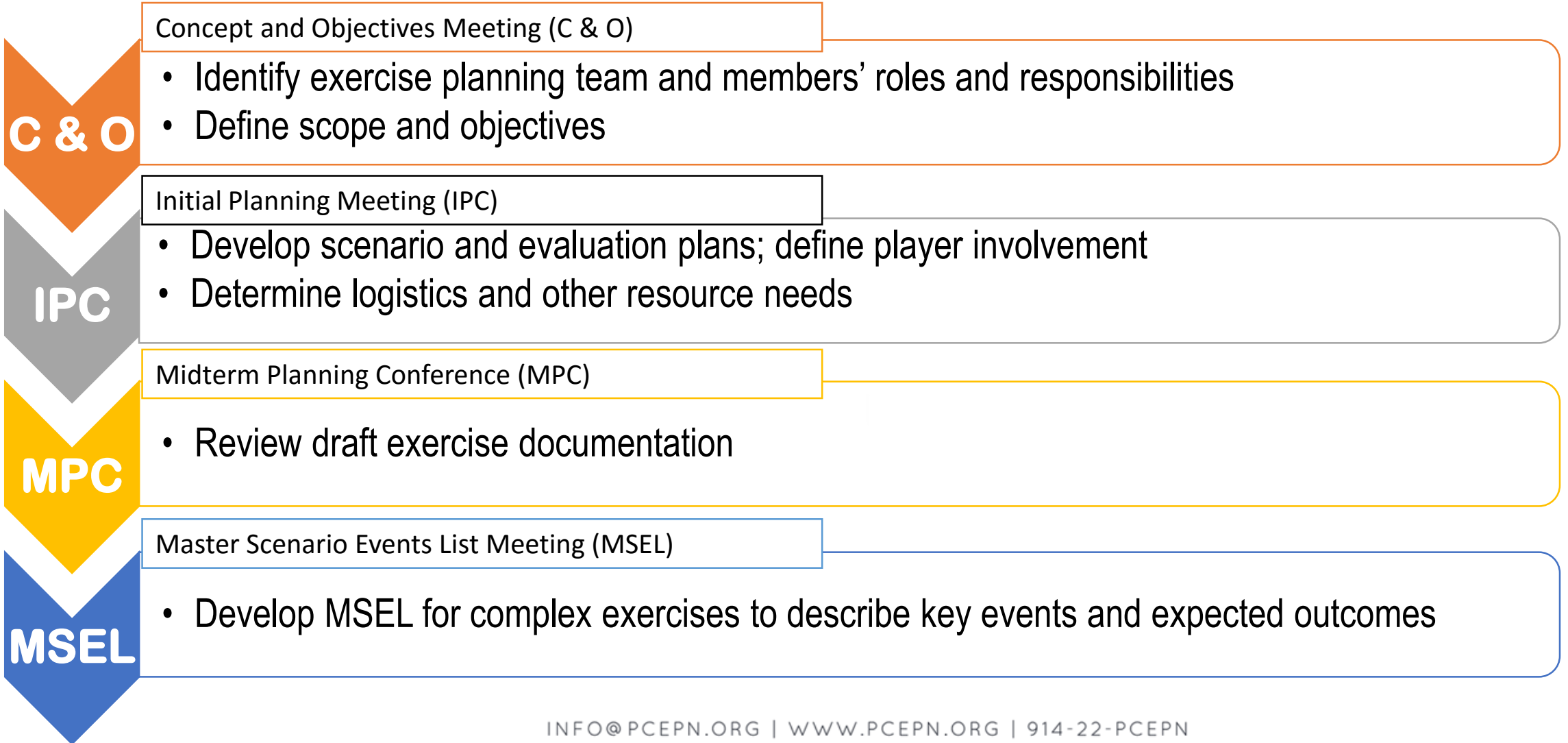
Planning occurs through a series of meetings

- HSEEP* provides detailed guidance and templates

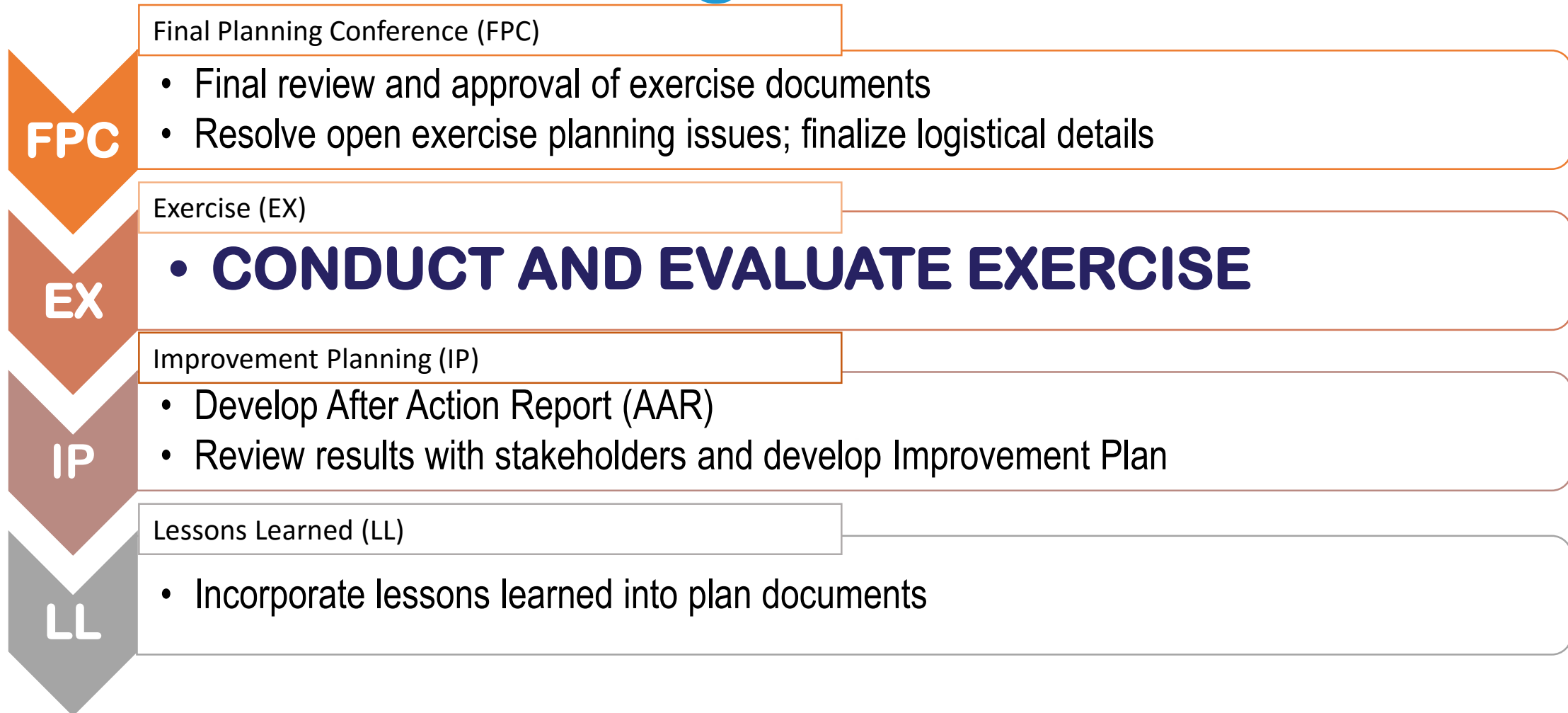


*Homeland Security Exercise and Evaluation Program

Exercise Planning Overview



Exercise Planning Overview



Draft TTX Objectives Together

SCOPE: This tabletop exercise will test the ability of ABC Health Center's staff to implement key aspects of its emergency operations plan to treat "walking wounded" patients after a mass casualty incident. Discussions will focus on:

- Activation and notification procedures;
- Communications with health center staff;
- Communications with patients;
- Communications with local emergency management authorities; and
- Emergency supply management and acquisition.



SMART Objectives



- **Specific:** Who, what, when, where, and why.
- **Measurable:** Include numeric or descriptive measures that define quantity, quality, cost, etc. on observable actions and outcomes.
- **Achievable:** Within the control, influence, and resources of exercise play and participant actions.
- **Relevant:** Instrumental to the mission of the organization and link to its goals or strategic intent.
- **Time-bound:** A specified and reasonable timeframe should be incorporated into all objectives.

Exercise Objectives: Additional Considerations

- Exercise type selected and objectives should be realistic, based on development stage of plans
- Objectives should test plans/aspects of plans that people have been trained on
- Objectives should test policies and procedures, NOT individual people

Tabletop Exercise Objectives

- Demonstrate
- Determine
- Discuss
- Assess
- Evaluate
- Identify
- Review



Immediate Next Steps—Initial Planning Conference

- Make sure Executive staff is on board
- Put together a planning team and share draft objectives and scope for feedback and refinement
 - If possible, individuals on the exercise planning team should not be players in the exercise
- Set a date for your exercise
- Draft a scenario
- Determine who the players will be
- Define evaluation and logistical needs and how they will be met

Contact PCEPN

If you need technical assistance with planning an exercise at your facility.



Alexander Lipovtsev



Michael Sardone



Gianna Van Winkle

info@pcepn.org
914-22-PCEPN
www.pcepn.org