


From: (null) 
Subject: Upcoming Tabletop Exercise
Date: July 11, 2024 at 4:54 PM
To:

All,

I hope this email finds you well. We are excited to announce the upcoming tabletop exercise (TTX) - [Exercise Name] - aimed at enhancing our emergency response preparedness. Your expertise and involvement in the planning process are invaluable.

Agenda:

- Purpose
- Scope
- Exercise Objectives
- Core Capabilities
- Scenario
- The Three S' - Stuff, Staff, and Space
- Exercise Evaluation Guides (EEGs)
- Action Items
- Planning Timeline

We look forward to your active participation and insights. Your expertise in [mention relevant expertise] will greatly contribute to the success of this exercise.

Should you have any questions or suggestions before the meeting, feel free to reach out to [Point of Contact].

Thank you for your commitment to strengthening our emergency response capabilities.

[Signature]



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**Emergency Management
and Business Continuity**