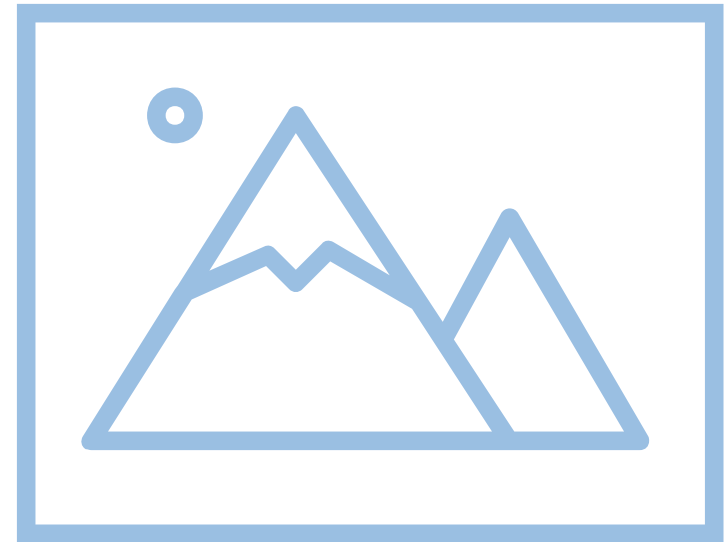


# [Exercise Name]

## Initial Planning Meeting

[Date]



# Acknowledgments & Disclaimer

This toolkit was created by Children's Mercy Kansas City Emergency Management and made available for public use by the Pediatric Pandemic Network (PPN).

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# Confidentiality Disclosure



- Trusted members of this exercise planning meeting are responsible for safeguarding exercise and scenario details from exercise participants or third parties before conducting the exercise.
- Trusted members are involved in developing the exercise scenario, which is the emergency scenario that will be presented during the exercise and are entrusted with sensitive information and expected to handle it with discretion and professionalism.
- All information in this presentation and related documents is exclusively for the use of the exercise planners and should not be shared with the public or unauthorized personnel without prior approval from \_\_\_\_\_.

# Agenda

Welcome and Introduction

Purpose (TTX Overview)

Exercise Objectives

Scope and Scenario

Exercise Logistics

Communication Plan

Action Items

Planning Timeline



# Welcome and Introduction

- Objective: Introduce the planning team and key stakeholders
- Content: Names, role, and departments

# Purpose

- [Provide the benefits and goals of the exercise]
- [Include the relevant plan/policy that is going to be tested during the exercise.]



# Exercise Objectives

Insert Objective [*“Evaluate response protocols during a child abduction scenario”*]

Insert Objective

Insert Objective

Insert Objective

Insert Objective

# Scope and Scenario

A tabletop exercise is a simulated discussion where participants engage in scenario-based assessment of an organization's emergency response capabilities. It involves discussing and evaluating responses to a hypothetical situation, aiming to identify strengths and weaknesses. The exercise focuses on communication and decision-making processes rather than physical actions, providing a valuable tool for improving overall emergency readiness.

*Define the boundaries and focus areas of the TTX and outline potential scenarios that will be tested during the exercise.*

## Scenarios Covered

- List scenario(s) that will be covered during the TTX

## Audience

- List departments and/or agencies that will be involved during the TTX

## Duration

- Ex, "The exercise will be conducted over a 4-hour period from 9 AM to 1 PM"

## Location(s)

- Primary Location:
- Secondary Location:
- Virtual Participants:





# Exercise Logistics

## Exercise Components

- i.e., interactive, worksheets, etc.

## Location

- Room arrangements, including location(s), set-up, etc.

## A/V (Audio Visual)

- A/V Requirements (ex. Screens, microphone, etc.)

## Supplies

- Exercise materials (job aids, maps, simulation aids, etc.)

## Identification

- Exercise Team Vests
- Participant name tags



# Communications Plan

| Name   | Role        | Contact Number |
|--------|-------------|----------------|
| [Name] | Facilitator |                |
| [Name] | Evaluator   |                |
| [Name] | Scribe      |                |
| [Name] | Observer    |                |



# Communication Method

- Determine method of communication during the exercise. (i.e., WhatsApp, Teams, GroupMe)

# Action Items

- Email Final Planning Meeting (FPM) minutes to include action items
- Revise exercise materials, as needed
- Additional Action Items



# Planning Timeline

| Event                           | Date       | Time   | Location   |
|---------------------------------|------------|--------|------------|
| Controller & Evaluator Briefing | [DD/MM/YY] | [Time] | [Location] |
| TTX                             | [DD/MM/YY] | [Time] | [Location] |
| Debrief                         | [DD/MM/YY] | [Time] | [Location] |



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