

# Tabletop Exercise Facilitator Guide

{Insert Exercise Name}  
{Insert Exercise Location}  
{Insert Exercise Date}

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## INTRODUCTION

Congratulations, you have been identified as a facilitator for the upcoming tabletop exercise. Whether this is your first time as a facilitator or you have experience, please use this document to help guide you through this process. Thank you for taking on this important role.

This document contains the text that will appear on the PowerPoint. Certain slides also include questions that you may use to encourage discussion. The questions are relevant to your participants and exercise objectives. In some cases, you may want to re-word the questions to prompt the participants to identify the problems that the questions address.

### ***Review Materials***

- Familiarize yourself with the facilitator guide and relevant plans and policies.
- Ensure you have access to all necessary materials, including the presentation slides.

### ***Familiarize Yourself with the Scenario***

- Review the detailed scenario description to understand potential challenges and decision points.
- Be prepared to inject scenario developments based on participant actions.

### ***Confirm Technical Requirements***

- Ensure that any technical requirements, such as audiovisual equipment or virtual meeting platforms are functional and accessible.

## FACILITATION GUIDELINES

### ***Promoting Active Participation***

- Facilitators should not lecture or dominate discussion but encourage all participants to actively contribute to discussions.
- Ensure inclusivity by engaging quieter participants and promoting their input.
- Control group dynamics and manage strong personalities.

### ***Scenario Progression***

- Guide participants through the unfolding scenario, introducing new developments at appropriate intervals.
- Maintain a realistic pace to keep participants engaged.

### ***Time Management***

- Keep track of time to ensure that each segment of the exercise is adequately covered.
- Adjust the pace if necessary to maintain engagement.

### ***Capturing Insights***

- Take detailed notes on key insights, decisions, and challenges raised during discussions.
- Facilitate debrief sessions to capture participant feedback.

SCOPE & OBJECTIVES

**Scope**  
This exercise is designated as a tabletop exercise, taking place between [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters]. [Include additional scope details, if any].

- Objectives**
- [List the objective(s)]

EXERCISE AGENDA

START TIME	END TIME	ACTIVITY
H:MM	H:MM	Registration
H:MM	H:MM	Welcome & Participant Briefing
H:MM	H:MM	Module One: Incident
H:MM	H:MM	Break
H:MM	H:MM	Module Two: Response
H:MM	H:MM	Break
H:MM	H:MM	Module Three: Recovery
H:MM	H:MM	Hotwash

SCENARIO

[Insert a brief overview of the exercise scenario, including scenario impacts].

## PARTICIPANT BRIEFING

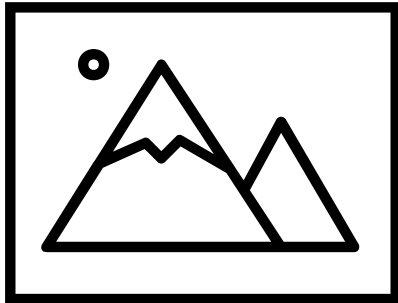
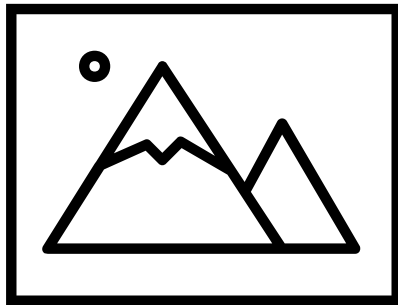


Figure 1. TTX Module Slide 1

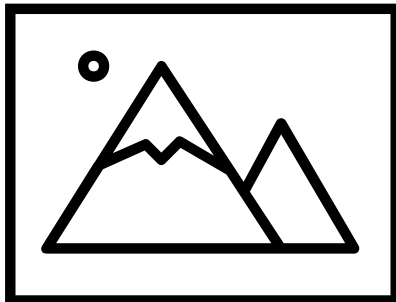
### 1. Tabletop Exercise

- Ensure all participants have logged their attendance on the Sign-In Sheet.
- Introduce the exercise topic: [Insert Topic or First Phase]
- Deliver the exercise purpose: [Insert reasoning for TTX]
- Present yourself and acknowledge the support of [organization]
- Introduce [insert senior ranking participant] involved in the exercise and invite them to provide introductory remarks.
- Deliver safety and administrative information to participants: [Insert emergency exits, safe-shelter locations, bathroom locations, food and drink availability, etc.]



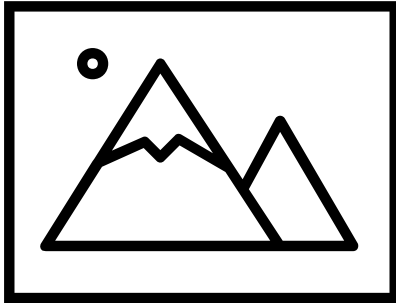
### 2. Exercise Guidelines

- This is a fault-free environment – diverse viewpoints and disagreements are expected.
- Base your responses on established plans, policies, procedures, capabilities, and available resources.
- Assume the exercise scenario is realistic, and events unfold as presented.
- Decisions made are not considered precedent setting, explore different approaches and propose enhancements.
- There is no hidden agenda or trick questions.



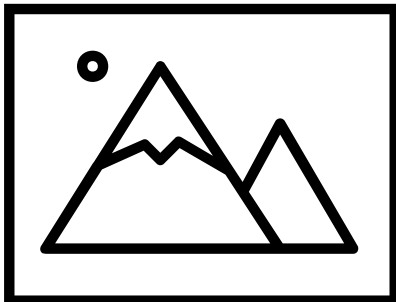
### 3. Objectives

- By the end of the exercise, you should have a better understanding of the following:
  - [Insert objectives]

**MODULE 1: INCIDENT****4. Scenario**

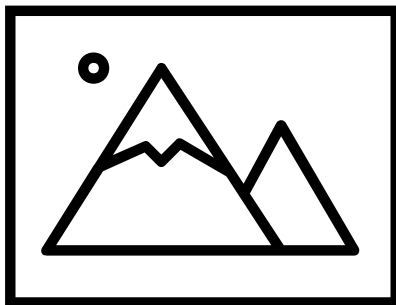
- [Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

Facilitator Notes: [Insert expected outcomes and other considerations]

**5. [Inject Title]**

- [Inject description]
  - [Insert discussion questions]

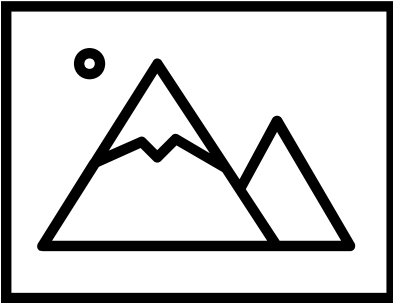
Facilitator Notes: [Insert expected outcomes and other considerations]

**6. [Inject Title]**

- [Inject description]
  - [Insert discussion questions]

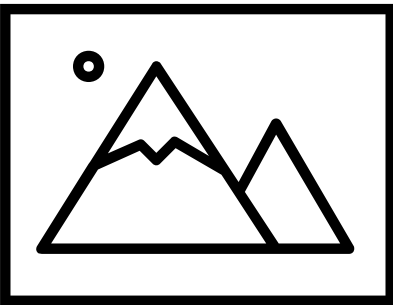
Facilitator Notes: [Insert expected outcomes and other considerations]

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**MODULE 2: RESPONSE**

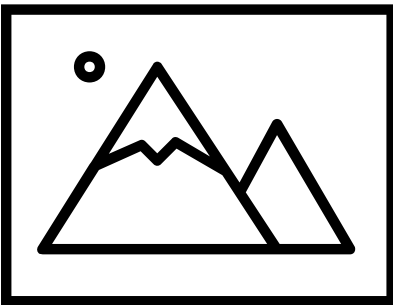
7. **[Inject Title]**
- [Inject description]
    - [Insert discussion questions]

Facilitator Notes: [Insert expected outcomes and other considerations]



8. **[Inject Title]**
- [Inject description]
    - [Insert discussion questions]

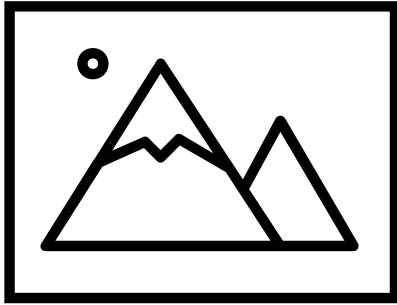
Facilitator Notes: [Insert expected outcomes and other considerations]



9. **[Inject Title]**
- [Inject description]
    - [Insert discussion questions]

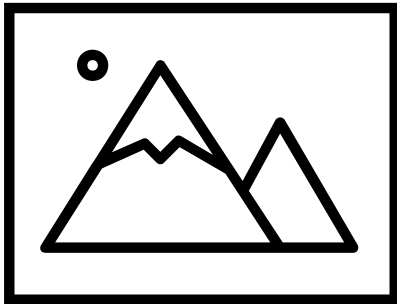
Facilitator Notes: [Insert expected outcomes and other considerations]

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**MODULE 3: RECOVERY**10. **[Inject Title]**

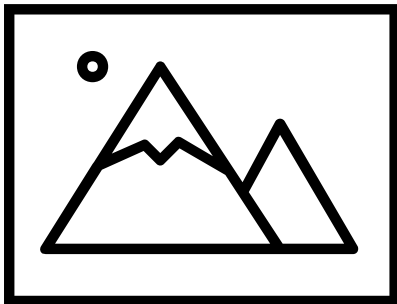
- [Inject description]
  - [Insert discussion questions]

Facilitator Notes: [Insert expected outcomes and other considerations]

11. **[Inject Title]**

- [Inject description]
  - [Insert discussion questions]

Facilitator Notes: [Insert expected outcomes and other considerations]

12. **[Inject Title]**

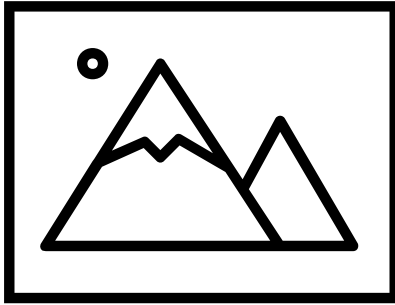
- [Inject description]
  - [Insert discussion questions]

Facilitator Notes: [Insert expected outcomes and other considerations]

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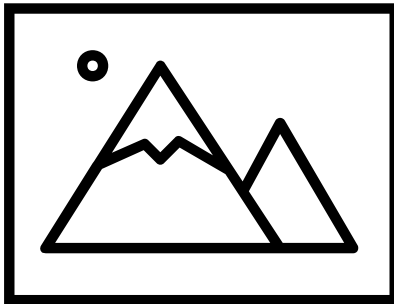


## HOTWASH



### 13. Hotwash

- Identify the Successes
- Areas for Improvement
- Action Steps
- Questions?



### 14. Participant Feedback

- Please complete the participant feedback form via [\[Insert available format; paper copy or RedCap\]](#).
- Once you've completed the survey, you're dismissed.
- Thank you everyone for your time and participation today.