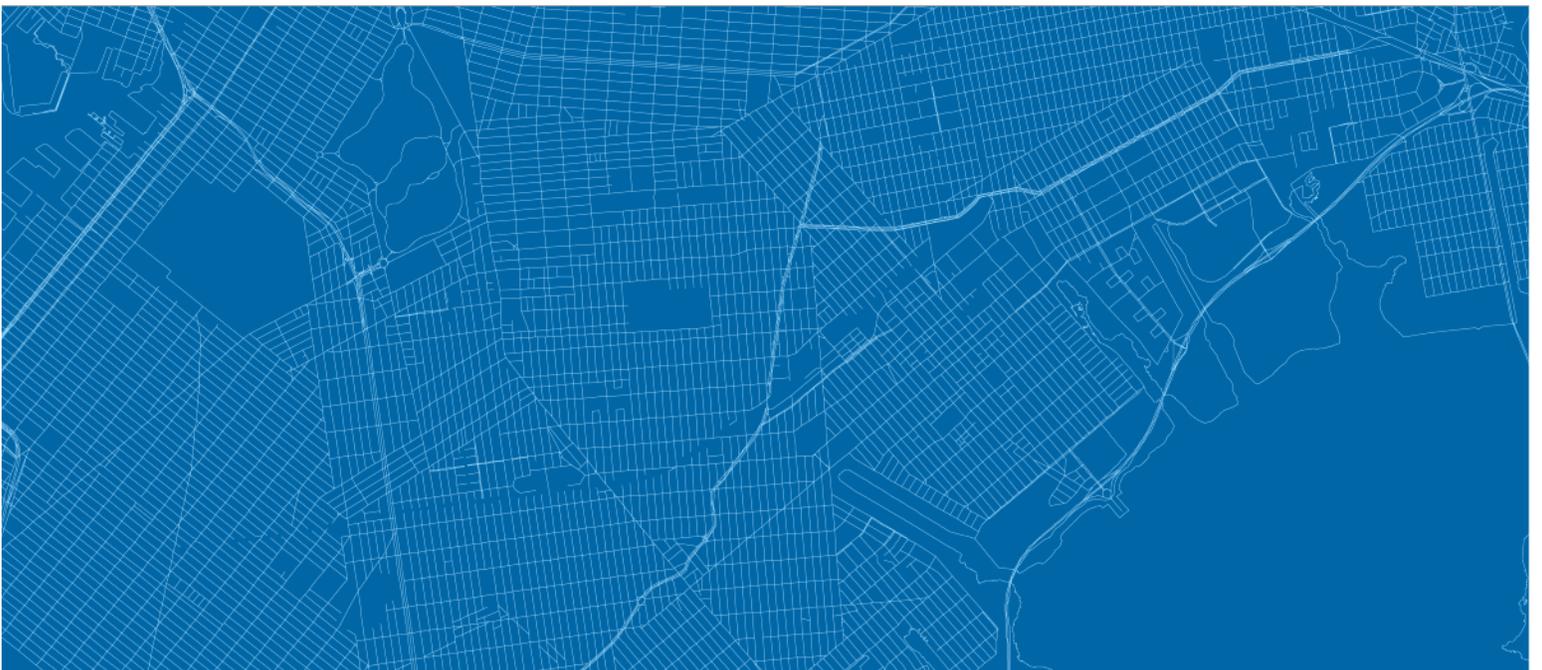




NYC EMERGENCY MANAGEMENT Tabletop Exercise Toolkit

Participant Guide

Version 1.0



Participant Guide

Introduction

Congratulations, you have been identified as a player in the upcoming facilitated tabletop exercise. Please read through the following before the start of the exercise to familiarize yourself with the format and what is expected of you.

Format

A tabletop exercise is a facilitated discussion of a plan in an informal, stress-free environment. It is like a problem-solving or brainstorming session where participants share capabilities and solve problems as a group based on their organization's existing plans and the pre-determined objectives of the exercise.

The exercise facilitator will introduce and run through a scenario that will impact you and your organization. At certain points throughout the exercise, the facilitator will pause and prompt the participants with questions based on the scenario, and may moderate the discussion. Participate in the discussion based on your present knowledge of your organization's plans and your capabilities within the organization.

Once the exercise has concluded, please fill out and submit the attached Participant Feedback form.

Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve your organization's preparedness, mitigation, response, recovery efforts. Problem-solving efforts should be the focus.

Don't fight the scenario

In any exercise, assumptions and artificialities (e.g. not playing in real time or jumping ahead in time) may be necessary to complete play in the time allotted and/or account for logistical limitations. You should assume that the exercise scenario is plausible, and that events occur as they are presented.



Participant Feedback Form

Thank you for participating in the exercise. Your observations, comments, and overall feedback is greatly appreciated, and provides insight into future emergency planning. Comments and personal information will remain confidential. Please keep comments concise, specific, and constructive.

Part I: General Information

Please enter your responses in the form field or check box after the appropriate selection.

Name (Optional): _____ Organization: _____

Department/Team: _____

Exercise Role: Player Facilitator Notetaker Observer Planning Team Organizer

Part II: Exercise Design and Conduct

Please rate, on a scale of 1 to 5, your overall assessment of the exercise and your readiness to participate, relative to the statements provided. 1 indicates strong disagreement and 5 indicates strong agreement.

Assessment Factor	Strongly Disagree					Strongly Agree				
I understood my work group’s objectives and what I was expected to do.	1	2	3	4	5	1	2	3	4	5
The exercise scenario was plausible and realistic.	1	2	3	4	5	1	2	3	4	5
Exercise participants included the right people in terms of level of experience and mix of disciplines	1	2	3	4	5	1	2	3	4	5
The exercise’s discussion questions were realistic and challenging but not overwhelming.	1	2	3	4	5	1	2	3	4	5
I had enough to do during the exercise.	1	2	3	4	5	1	2	3	4	5
The exercise increased my familiarity with the responsibilities and concerns my organization would address during the incident.	1	2	3	4	5	1	2	3	4	5
Before this exercise, I was familiar with our organization’s emergency plans and protocols as it relates to this type of incident.	1	2	3	4	5	1	2	3	4	5
After this exercise, I am familiar with our organization’s emergency plans and protocols as it relates to this type of incident.	1	2	3	4	5	1	2	3	4	5
What changes would you make to improve the design of this exercise?										

Part III: Exercise Participant Feedback

1. I observed the following strengths during exercise play (decisions made, actions taken, etc.):

Strengths

2. I observed the following areas for improvement during exercise play (decisions made, actions taken, etc.):

Areas for Improvement

3. Please identify any materials, resources, or activities that were useful in discussing the response to this type of incident.

4. Please provide your recommendations for improving our organization's plans, protocols, or other resources for this type of incident.