



## Community Health Center Tabletop Exercise Planning Checklist & Exercise Recommendations

### Connect Consulting Services

Engage | Prepare | Recover

#### 3 - 6 months in advance of the tabletop exercise (TTX)

- Determine with your internal CHC Emergency Preparedness Committee the scenario that you will use which reflects the hazards faced by your CHC and/or region.
- Determine which part of your emergency operations plan that you want to test using a TTX format.
- Develop TTX objectives with your internal CHC Emergency Preparedness Committee.
- Determine the scope of how the emergency will affect your TTX, i.e., all CHC practice sites and CHC staff, or just partial staff and/or sites affected, etc.
- Set the date for the TTX to make sure that the appropriate CHC staff (senior leadership, including at least one representative from each department, i.e., clinical, operations, administration, etc.) has it on their calendars. Set aside at least two hours for the TTX to allow full staff participation and debriefing.
- Check with your public health, hospital, and/or office of emergency services to review their existing tabletop and/or functional exercise scenarios.

#### 2 months in advance

- Review with your internal CHC Emergency Preparedness Committee your existing emergency preparedness plan.
- Identify the facilitator, observers, and reporters/recorder roles for each of your internal CHC Emergency Preparedness Committee member. Review their roles with each committee members so they are clear on their duties.

#### 1 month in advance

- Develop the injects- details that are specific to your CHC that creates “problems” that your CHC has to solve throughout the TTX. **Don’t share** the complete scenario with all staff in advance so that they will be able to “think on their feet”.
- Have the CHC Emergency Preparedness Committee develop an agenda for the TTX.

#### 1 week in advance

- Order the food; confirm the room, the AV equipment and all the participants.
- Make copies of the CHC internal emergency preparedness plan for reference.

- Print the TTX ground rules to remind participants about the process.

#### Day of TTX

- Cover TTX ground rules and objectives, identify the facilitator, observer, and recorders with participants.
- Conduct TTX with the players.
- Have copies of CHC EP plan available for reference.
- Conduct TTX “hotwash” immediately after and record participant’s experiences.

#### 1 -2 weeks after

- Develop your After Action Report (AAR) that evaluates the TTX based upon the predetermined objectives.
- Review AAR with your CHC EP Committee for changes to EP plan that will be reflected in your improvement plan.

#### TTX Scenario Development Tips

- Make it a plausible, known threat either for a man-made or natural disaster event your community could face.
- Modularize your TTX to include several timeframes of emergency response and recovery, i.e., at the time of the event, 6 hours later, the next day, the next week, etc.
- Once comfortable with conducting internal TTXs, invite local stakeholders to join you the next time- CHC Board members, public health, hospital, office of emergency services, community organizations, etc.

Some of the content in this document was adapted from the United States Department of Commerce, National Institute of Standards and Technology, *Guide to Test, Training, and Exercise Programs for IT Plans and Capabilities*, September 2006. To access complete guide, please visit: [NIST Guide](#).

### Drill and Exercise Recommendation Table

Below are recommendations for when to conduct drills and exercises to test and refine your plans.

Drill or Exercise Activity	Timeline	Task
Drill	Monthly	Communication systems-radios
Drill	Quarterly	Staff notification, evacuation
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Tabletop Exercise	Annually- alternate every 6 months with FE	Emergency or business continuity plan
Functional Exercise	Annually- alternate every 6 months with TTX	Emergency or business continuity plan
Full Scale Exercise	Annually	Community, regional, state exercise

### Plan Maintenance Recommendation Table

Below are recommendations for when to review your Comprehensive Emergency Management Plan components.

Plan Update Recommendations	Plan Update Tasks	Timeline
Plan update and certification	Review entire plan for accuracy Incorporate lessons learned and changes in policy & procedures Manage distribution of plan updates	Annually
Maintain and update Orders of Succession and Delegations of Authority	Obtain names of current incumbents and designated successors Update Delegation of authorities	As needed, or Annually
Checklists and Emergency Contacts	Update and revise checklists and emergency contact lists Ensure annual update/validation	Quarterly
Update roster of Incident Command Team	Update information on members of the Incident Command Team	Quarterly
Appoint new members of the Safety Committee and Business Continuity Team	Update as members of the Teams change	As needed
Maintain Emergency Supplies and Equipment	Inventory and rotate as necessary, all emergency supplies and equipment	Quarterly