Homeland Security Tabletop Exercise (TTX)
INSTRUCTIONS — READ FIRST

• Please tailor this sample slide deck by selecting the specific questions that address the needs of your organization.

• Use this PowerPoint presentation in tandem with the Facilitator’s Guide and be sure to carry over any changes made here into that document as well.

• Slides with a blue background provide instructions and tips to consider when designing your workshop for your own organization. Please delete all of the slides with blue backgrounds in your final presentation.

• Update content highlighted in Light Blue based on individual deliveries of this workshop.

• Update slides with photos or additional content as desired.
Welcome and Introductions
Opening Remarks

Enter senior leadership information if there will be an opening statement from any senior leaders.

- [Name]
- [Title]
- [Organization]

- [Name]
- [Title]
- [Organization]
Welcome and Introductions

We will go around to all participants for an introduction. Please share:

- Name
- Title
- Organization
- Enter any other ice-breaker prompts
Exercise Guidelines

• This exercise will be held in an open, low-stress, no-fault environment where varying viewpoints are expected.
• Players are encouraged to engage in an open and frank dialogue while remaining on topic and being respectful of other participants’ input.
• This exercise is an opportunity to discuss and present multiple options and possible solutions. Decisions are not precedent setting and may not reflect your organization’s final position on a given issue.
• Respond to the scenario using your knowledge of current plans, capabilities, and insights derived from your training.
• Spell out all acronyms and abbreviations for the group.
• Please silence all cell phones and/or take any urgent phone calls outside.
Exercise Schedule

• Copy exercise schedule from the F/E Guide.
Assumptions & Artificialities

• This exercise is conducted in a no-fault learning environment where capabilities, plans, processes, and systems will be evaluated.
• The exercise scenario is plausible, and all events have occurred as they are presented. Do not “fight the scenario.”
• All players receive information at the same time.
Exercise Overview

Purpose:
[INSERT EXERCISE PURPOSE AS DECIDED IN PLANNING MEETINGS]

Scope:
• This will be a [EXERCISE DURATION] discussion-based virtual exercise over [NUMBER OF MODULES] modules.
• Participants will be guided through response to, and immediate recovery from, a localized M6.5 earthquake along the Puget Sound Fault earthquake affecting all parts of Kitsap County.
• [STATEMENT ABOUT BREAKOUT GROUPS STRUCTURE].
Exercise Objectives

Copy Objectives being addressed from the F/E Guide.

1. [EXERCISE OBJECTIVE]
2. [EXERCISE OBJECTIVE]
3. [EXERCISE OBJECTIVE]
4. [EXERCISE OBJECTIVE]
5. [EXERCISE OBJECTIVE]
Scenario
Scenario Overview

[INSERT SCENARIO INFORMATION BASED ON F/E GUIDE]
Modules

• All the Modules are located together in this template. Excess Modules can be removed based on the schedule as determined by the exercise planning team.

• Please remember to move the Break Module into the areas where the breaks are based on the schedule as determined by the exercise planning team.

• Update slides with photos or additional content as desired.
Module 1 Instructions

- Review questions assigned.  [FACILITATOR ASSIGN QUESTIONS TO EACH GROUP AS APPROPRIATE.]
- Include everyone in the discussion.
- Assign someone to share on behalf of the group.
- Return to the main group at [TIME].
Module 2 Discussion

• Discussion Questions
  ◦ [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  ◦ [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  ◦ [INSERT MODULE QUESTIONS FROM F/E GUIDE]

Remember to return to the main group at [TIME]
Module 1 Report Out
[INSERT MODULE TITLE]
Module 2

[INSERT MODULE TITLE]
Module 2 Instructions

- Review discussion topics.
- Review questions assigned. [FACILITATOR ASSIGN QUESTIONS TO EACH GROUP AS APPROPRIATE.]
- Include everyone in the discussion.
- Assign someone to share on behalf of the group.
- Return to the main group at [TIME].
Module 2 Discussion

• Discussion Questions
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]

Remember to return to the main group at [TIME]
Module 2 Report Out

[INSERT MODULE TITLE]
Module 3
[INSERT MODULE TITLE]
Module 3 Instructions

▪ Review discussion topics.
▪ Review questions assigned.  [FACILITATOR ASSIGN QUESTIONS TO EACH GROUP AS APPROPRIATE.]
▪ Include everyone in the discussion.
▪ Assign someone to share on behalf of the group.
▪ Return to the main group at [TIME].
Module 3 Discussion

• Discussion Questions
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  o [INSERT MODULE QUESTIONS FROM F/E GUIDE]

Remember to return to the main group at [TIME]
Module 3 Report Out

[INSERT MODULE TITLE]
Module 4

[INSERT MODULE TITLE]
Module 4 Instructions

- Review discussion topics.
- Review questions assigned. [FACILITATOR ASSIGN QUESTIONS TO EACH GROUP AS APPROPRIATE.]
- Include everyone in the discussion.
- Assign someone to share on behalf of the group.
- Return to the main group at [TIME].
Module 4 Discussion

• Discussion Questions
  ○ [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  ○ [INSERT MODULE QUESTIONS FROM F/E GUIDE]
  ○ [INSERT MODULE QUESTIONS FROM F/E GUIDE]

Remember to return to the main group at [TIME]
Module 4 Report Out

[INSERT MODULE TITLE]
• Duplicate and move the break slides to where they go according to the schedule decided by the planning team.

• If the exercise does not have a break, remove the break slides.
Break

[REMOVE OR ADJUST TIMING AS NEEDED]
Takeaways and Closing Comments
Hotwash

- What organizational strengths were highlighted?
- What organizational areas for improvement were highlighted?
- What is the root cause of any areas for improvement?
- Was any new information learned?
- What are organizational follow-up items from the exercise?
Closing Remarks

Enter senior leadership information if there will be a closing statement from any senior leaders.

- [Name]
- [Title]
- [Organization]
• Make sure to collect all Participant Feedback Forms before participants depart.
• Following the participant hotwash and conclusion, convene the EPT, facilitators, and evaluators for an exercise debrief.
  o The purpose of the debrief is to collect observations and thoughts about exercise conduct.
  o The debrief also provides evaluators the opportunity to clarify points or collect any missing information.