



Homeland Security Tabletop Exercise (TTX)

[AGENCY/ORGANIZATION] | [DATE]



INSTRUCTIONS — READ FIRST

DELETE THIS SLIDE IN
YOUR FINAL PRESENTATION

- 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 SCENRIO INFORMATION BASED ON F/E GUIDE]

Module 1

[INSERT MODULE TITLE]

Modules

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- 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
 - [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 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
 - [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 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]

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- 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]**

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- **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.**
 - The purpose of the debrief is to collect observations and thoughts about exercise conduct.
 - The debrief also provides evaluators the opportunity to clarify points or collect any missing information.

