

DISCUSSION BASED TABLETOP EXERCISE: DESIGN TEMPLATE & DOCUMENTATION

This form shall be used to design and facilitate a Tabletop Exercise as well as provide appropriate documentation of performance and findings during the exercise.

Key Concept: A Tabletop Exercise (TTX) involves administrative staff, department heads and other key personnel in an informal group discussion focused on a hypothetical situation.

The general purpose of the TTX is to test existing plans, policies and procedures without incurring significant costs and time commitment required to deploy and test actual resources. A TTX allows participants to thoroughly work through a problem in a controlled environment at a slow pace in compressed or simulated time without the pressures of an operations-based exercise.

It is recommended that TTX be developed and completed on a regular basis for potential threats and perils that have been identified in the facility's Hazard Vulnerability Assessment.

Goals:

Participants in a TTX will:

- Identify strengths and opportunities for improvement
- Enhance understanding of new concepts
- Change attitudes and perspectives

Conduct Characteristics:

- Requires an experienced person to facilitate the TTX
- Promotes in-depth discussions
- Involves slow-paced problem solving in simulated / compressed time

Date:	_____
Name of Facility:	_____
Name of Facilitator:	_____

** See attached sign-in sheet for names of participants and departments represented*

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Plans, Policies, Procedures Referenced for TTX:

Facilitator Guidelines:

This information is to be completed by the facilitator in order to establish the overall purpose of the TTX.

Purpose (Provide a statement summarizing the broad goal of the TTX):

Target Capabilities (Describe the desired performance of the operation to be tested):

Exercise Objectives (Describe desired performance of participants to address target capabilities):

**CALIFORNIA ASSOCIATION OF HEALTH FACILITIES
DISASTER PLANNING GUIDE**

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Tabletop Exercise Information:
This information is to be filled out by the facilitator and used as guideline for the TTX.

Scenario (Describe the storyline including time parameters that drives the exercise):

Nursing Home Incident Command (NHICS): Major Earthquake Scenario It is October 8th, at 9pm. Your facility is licensed for 99 beds and is at 90% occupancy. You serve a case mix of 75% average long-stay residents with chronic conditions including many with CVD, diabetes, dialysis and dementia with an average of 25% short stay residents which vary in acuity. Right now, a total of 22 short stay residents and 67 long stay residents. This is a high Medi-Care census for you, so you are staffed well at 3.8 HPPD. Today 31 residents of your total population are ambulatory, 22 are alert but non-ambulatory.

20 are O2 dependent, 10 are on IVs, 3 are on enteral feedings, 5 dialysis, 5 puree diets, 15 mechanically altered, 2 are in C-Diff isolation, and 1 is on hospice. Most of your residents are considered to be fall risks, and there are 3 residents with dementia who have a history of elopement. At 9:05 pm, your facility is hit by a 6.9 magnitude earthquake. Electricity is immediately knocked out, and the emergency sprinkler system comes on. Your maintenance director informs you that he has turned off the gas line immediately, and it does not appear to be damaged at this time. Your residents are terrified, as well as your staff – televisions, ceiling panels, and debris have fallen, catching everyone by complete surprise. Your maintenance director begins assessing the damage to the building while you check on potential injuries to staff and residents. 1 resident was injured and due to structural damage to roads, travel to nearest is an estimated 4 hours. Miraculously, no one else was seriously injured and there is no apparent structural damage to the community. Cell communication is maintained. Utilizing a backup generator for power the decision is made to shelter in place until an evacuation order is made.

Identify Operational Period:	_____ 72 hours
Identify Objectives for Operational Period:	_____ <ol style="list-style-type: none"> 1. Activate incident command and initiate FNS disaster plan 2. Start the phone tree at 10 pm and identify FNS staff that can start breakfast service the following AM 3. Locate FNS disaster manual and disaster food storage
Identify Tasks that Need to be Performed to Meet Objectives:	_____ <ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Identify NHICS Positions Activated & their Roles in Incident Management:	_____ The Incident Commander is the only position always act

Insert #1 (Describe a new circumstance impacting the original scenario):

_____ No FNS staff can get to community due to structural damage to the roads to initiate breakfast service

Identify New Operational Period:	_____ 72 hc
Identify Objectives for New Operational Period:	_____ 1. Activate incident command (IC) and initiate FNS di
Identify Tasks that Need to be Performed to Meet New Objectives:	_____
Identify NHICS Positions Activated and their Roles in Incident Management:	_____



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Insert #2 (Describe a new circumstance impacting the original scenario):

_____ Diet order are located. 3 vegetarian residents are identified and th

Identify New Operational Period:	_____
Identify Objectives for New Operational Period:	_____
Identify Tasks that Need to be Performed to Meet New Objectives:	_____
Identify NHICS Positions Activated and their Roles in Incident Management:	_____

Insert #3 (Describe a new circumstance impacting the original scenario):

Identify New Operational Period:	_____
Identify Objectives for New Operational Period:	_____
Identify Tasks that Need to be Performed to Meet New Objectives:	_____
Identify NHICS Positions Activated and their Roles in Incident Management:	_____



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Tabletop Exercise Evaluation: Performance Narrative (Facilitator to provide a summary of participant performance during the TTX):	
Identify Areas of Strength:	_____
Identify Opportunities for Improvement:	_____
Identify Role of NHICS in the TTX:	_____
Identify any Operational Changes that may be instituted as a result of the TTX:	_____

Signatures			
Facilitator	_____	Date:	_____
Administrator/Executive Director	_____	Date:	_____

Participants <i>(see next page)</i>
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