

# Tabletop Exercise Facilitator Guide

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Testing your Private Medication Center plan

*For non-Healthcare Partners*

## What is a Tabletop Exercise?

A tabletop exercise is an informal, discussion-based module designed to test and improve upon your current emergency plan. The tabletop exercise should take about three hours to complete. Descriptions of the dialog you expect participants to execute, or objectives, drive the exercise.

## Conducting the Tabletop

Review the Public Health - Seattle & King County Bioterrorism PowerPoint presentation and adapt it to your organizational goals. Keep in mind attributes of your plan that may need improvement. The exercise facilitator should be particularly familiar with the plan and be confident enough to guide the discussion towards meeting each objective. Some slides contain facilitator notes in the 'notes' portion of the frame. Objectives should be set prior to conducting the exercise, so that the facilitator can guide the conversation towards meeting those objectives (see slide 7).

One or two employees may be designated as evaluators during the exercise. During the exercise, evaluators observe and record the progress towards the objectives. Participants should be the individuals who will be involved in your Private Medication Center during an actual event. Distribute the plan, a description of the exercise, and a schedule to participants and evaluators prior to conducting the exercise.

## Next Steps

At the end of the exercise, conduct the 'Hotwash' on the last slide of the presentation. The Hotwash is an opportunity to discuss lessons learned from the exercise while their still fresh in the participant's minds. After the exercise, your emergency manager should create an after action report and an improvement plan based on the Hotwash and evaluator comments. Feel free to contact Public Health – Seattle & King County if you have any questions, want to participate in exercises involving multiple agencies, or are willing to share the lessons learned from your exercise. For further information, please visit our at <http://www.kingcounty.gov/healthservices/health/preparedness/partnerships.aspx>

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