Developing Tabletop Exercise Scope & Objectives

Sample Scope

Modify this scope to reflect your organization's exercise priorities. Add or remove focus areas to be tested, as desired.

This tabletop exercise will test the ability of XYZ Health Center's staff to implement key aspects of its emergency operations plan to treat "walking wounded" patients after a mass casualty incident. Discussions will focus on:

1. Activation and notification procedures;
2. Communications with health center staff and/or partner sites;
3. Communications with patients;
4. Communications with local emergency management authorities; and
5. Emergency supply management and acquisition.

Your Exercise Scope

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Sample Objectives

Use/modify these draft objectives, as needed. Each focus area should have at least one related objective to be tested during the tabletop exercise. Highlighted text indicates where the objective must be customized to reflect an individual organization's plans.

Focus Area 1 *(Note: each of these objectives may be broken into 2 parts.)*

- Determine if code [color] may be activated within [x] minutes of first emergency patient arrival, and staff report to their assigned stations within [x] minutes of notification.
- Determine if Incident Command Structure (ICS) can be activated, and deployment of command staff to the Emergency Operations Center (EOC) completed within [x] minutes of notification.

Focus Area 2

- Verify communication procedures with partner sites to evaluate bed availability within [time period] of first emergency patient arrival.
- Evaluate the effectiveness of primary and back-up call-down systems to notify all off-duty staff of emergency situation within [x] minutes of first emergency patient arrival.
- Determine the effectiveness of primary and back-up call-down systems to confirm off-duty staff availability for emergency response within [x] minutes of first emergency patient arrival.

Focus Area 3

- Determine if all patients with appointments for later in the day may be contacted to reschedule within [XX minutes/hours] of first emergency patient arrival.
- Evaluate the effectiveness of patient contact protocols to notify all patients with confirmed appointments for that day no later than [time period] from when they are scheduled to arrive to instruct them to reschedule their appointments.

Focus Area 4

- Confirm that [police/EMS] are notified within [x] minutes of first emergency patient arrival.
- Assess protocols for notification of emergency authorities to identify planning gaps.

Focus Area 5

- Confirm that emergency supplies stored on site may be accessed within [x] minutes of arrival of first emergency patient.
- Evaluate emergency supply management protocols to identify planning gaps.
- Assess the ability to determine emergency supply needs and notify partners and/or vendors of those immediate needs within [x] minutes of first patient arrival.
- Evaluate post-emergency supply management and acquisition protocols to ensure replenishment of critical supplies within [x] day(s) of event.

Your Exercise Objectives

1. _____

2. _____

3. _____

4. _____

5. _____