Tabletop Disaster Exercises

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Specialization in Disaster Information
Medical Library Association 2013

SLA Annual Conference 2013
San Diego, CA
TABLETOP EXERCISE

DEFINITION: A table-top exercise is “a focused practice activity that places the participants in a simulated situation requiring them to function in the capacity that would be expected of them in a real event. Its purpose is to promote preparedness by testing policies and plans and by training personnel.....”

http://www.epa.gov/ogwdwooo/watersecurity/tools/trainingcd/Pages/intro.html
GROUND RULES

• You have 30 minutes for the exercise.

• At the end, there will be 15 minutes to go around the room. A member from each group will briefly report on lessons learned.

• Keep in mind there are no ‘right’ or ‘wrong’ answers.

• Make sure everyone gets to speak.

• Don’t worry about getting through all the questions. There isn’t enough time. ‘Quality—not quantity.’
Select people for roles

- **Reader** – Reads the tabletop instructions, scenario and the questions.

- **Note-Taker** – Records decisions and issues. Optional: Acts as reporter to address the entire audience at the end.

- **Reporter** - Presents the group’s decisions; imagine addressing the institution’s safety committee.

- **Library Director** - Decides on priorities and makes decisions based on group input.
Takeaways

- New insight into disaster situations to promote preparedness and identification of institutional vulnerabilities.

- Ability to lead customized versions of this exercise in your own institution, contributing to its resiliency and your value as an employee.