



# Tabletop Disaster Exercises

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# 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.