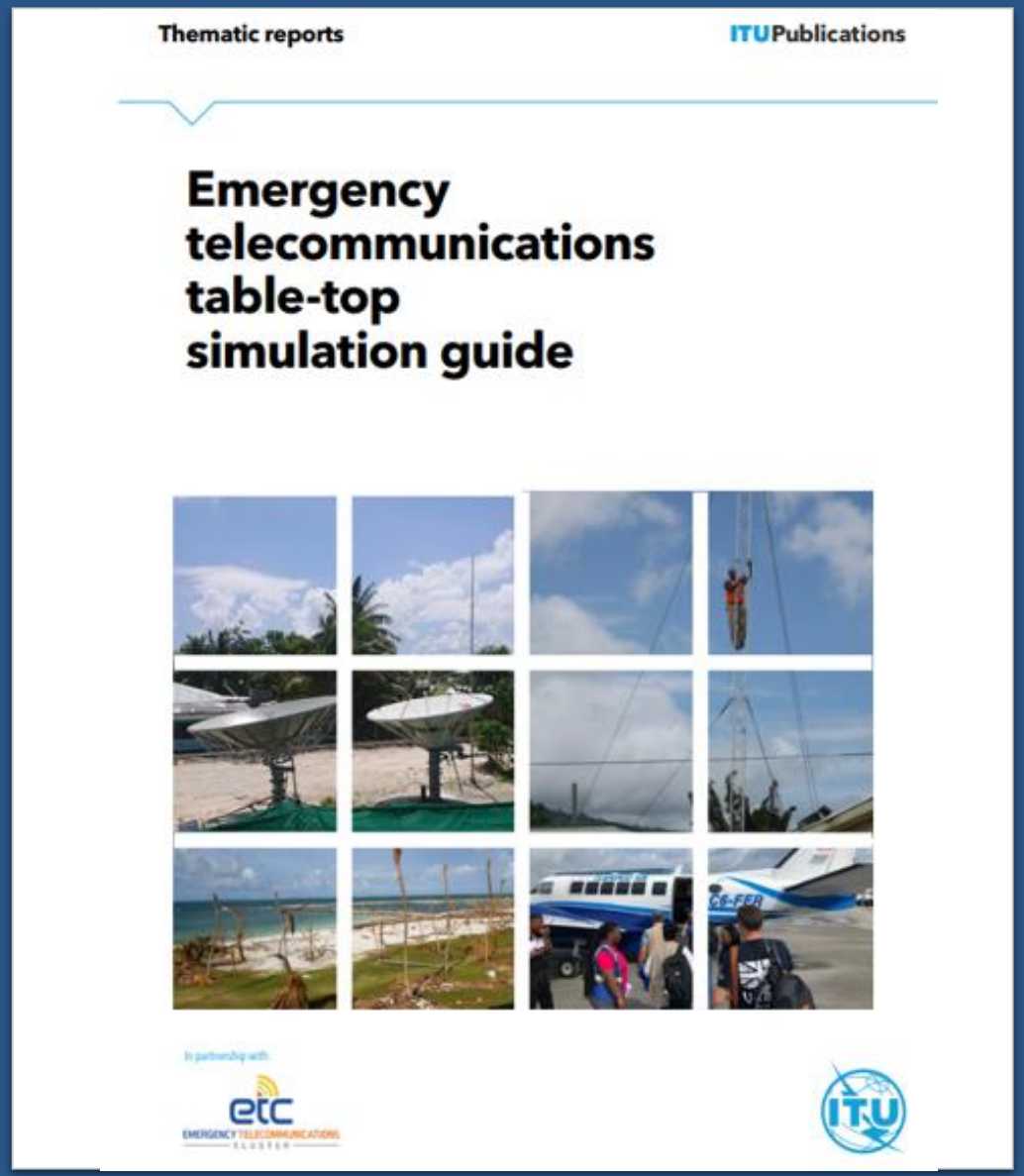


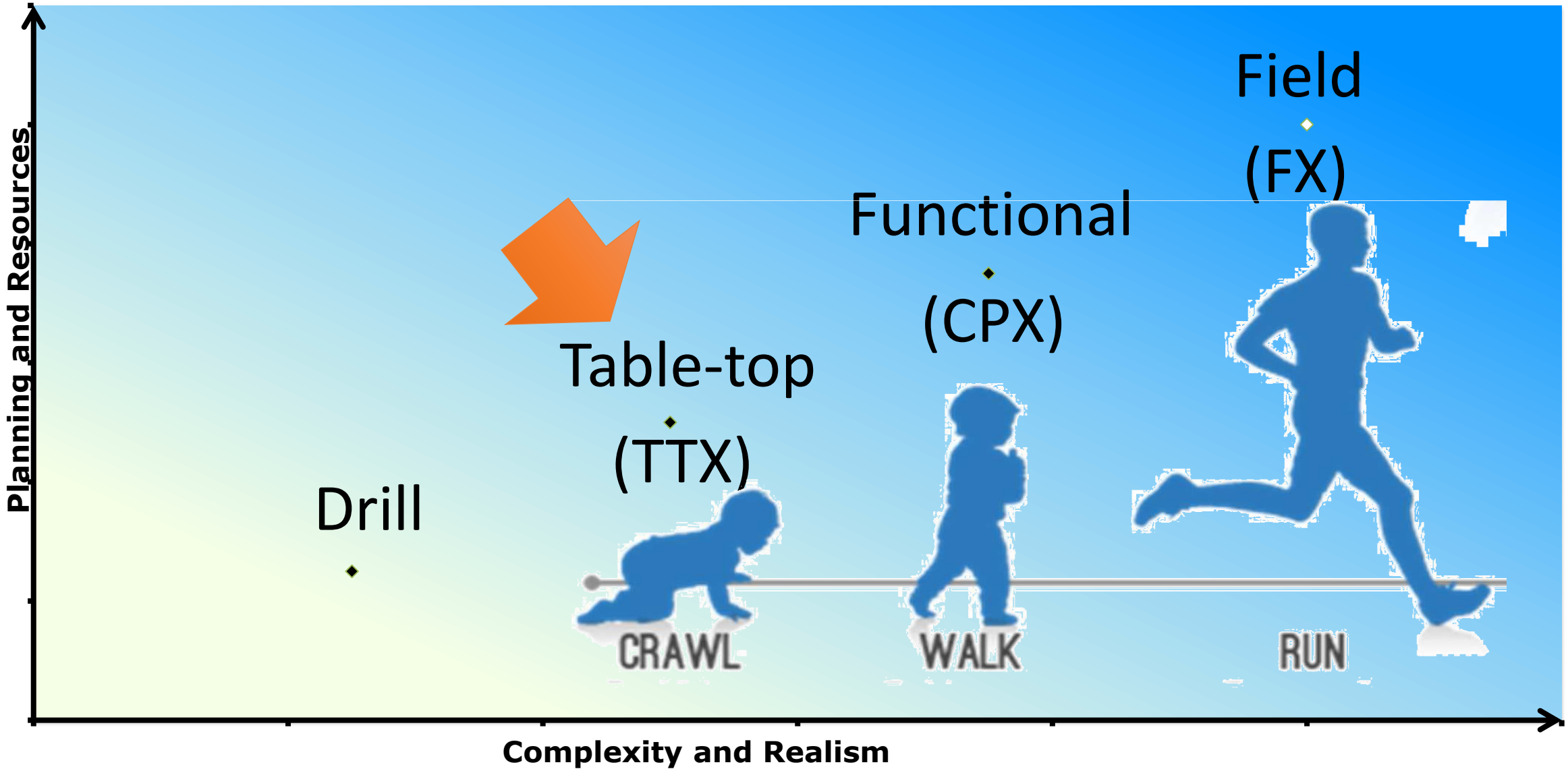
Practical Disaster Response: How to Develop Tabletop Exercises (TTX)

Online training course

20 January 2021

What is a Simulation Exercise?

Types of Simulations



Introducing the TTX Guide

Objective:

- Increase emergency preparedness for enhanced readiness when disasters strike.

Purpose:

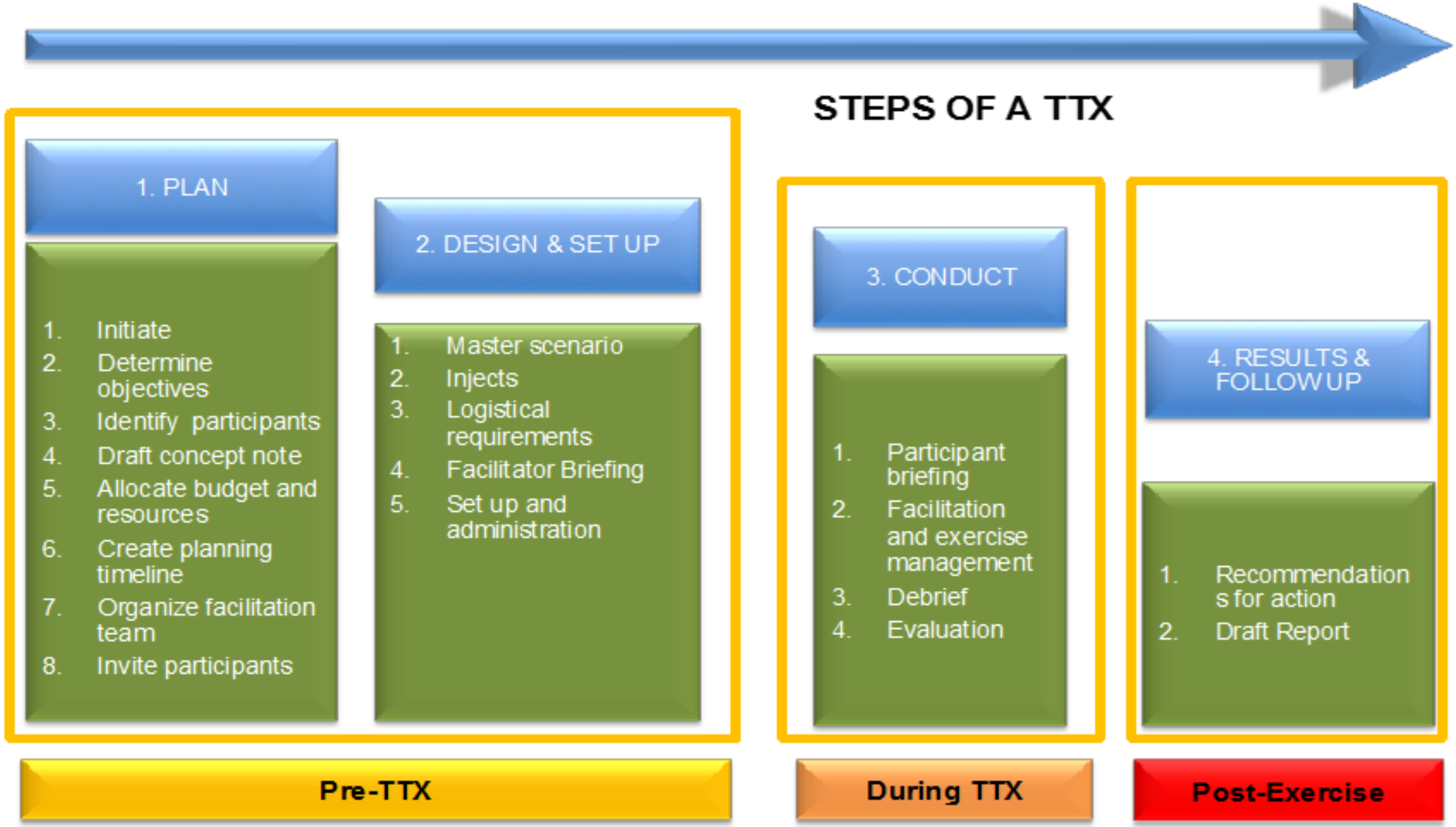
- To test and refine emergency telecoms plans and policies.

- Verify whether networks, redundant communications capacity, personnel, and other telecoms systems are in place.

Key Audience:

- Designed to assist Member States and stakeholders in disaster risk reduction and management at national-level, to plan design and conduct TTXs.

Overview of the Guide

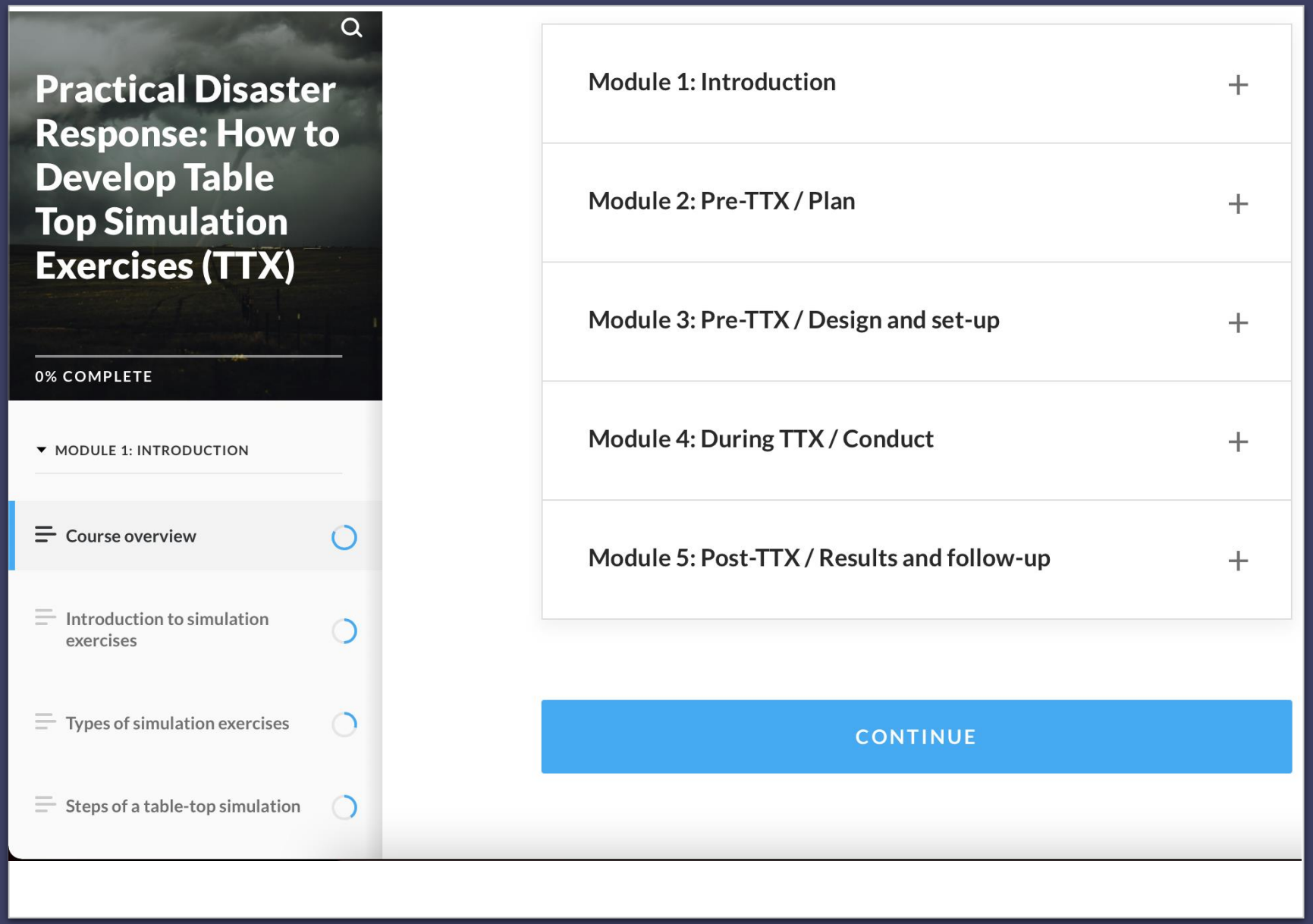


Scope of the Guide: Contributions to resilience-building

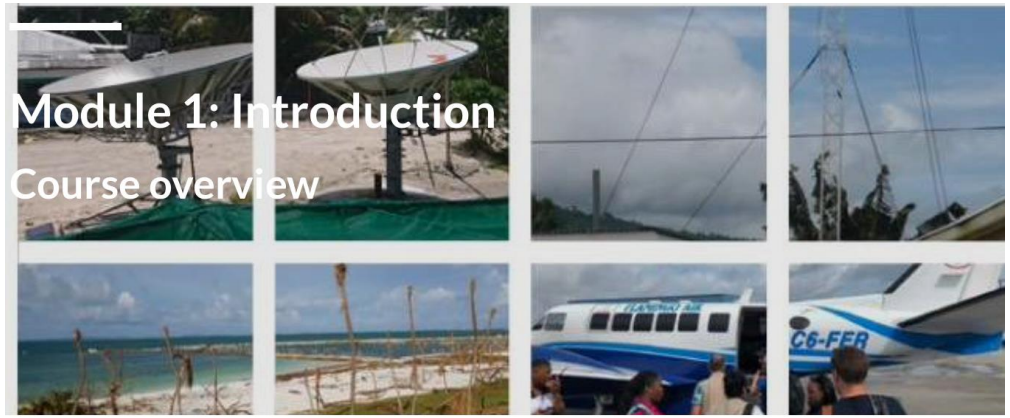
Application context:

- Focuses on desk-based exercises.
- Participants in small groups are presented a disaster scenario, and expected to respond to presented “problems”.
- Through this, participants build an understanding of systems, policies, procedures, resources and structures to support emergency preparedness and response.
- Through a debrief post-TTX, participants identify gaps to be addressed through preparedness and resilience measures.

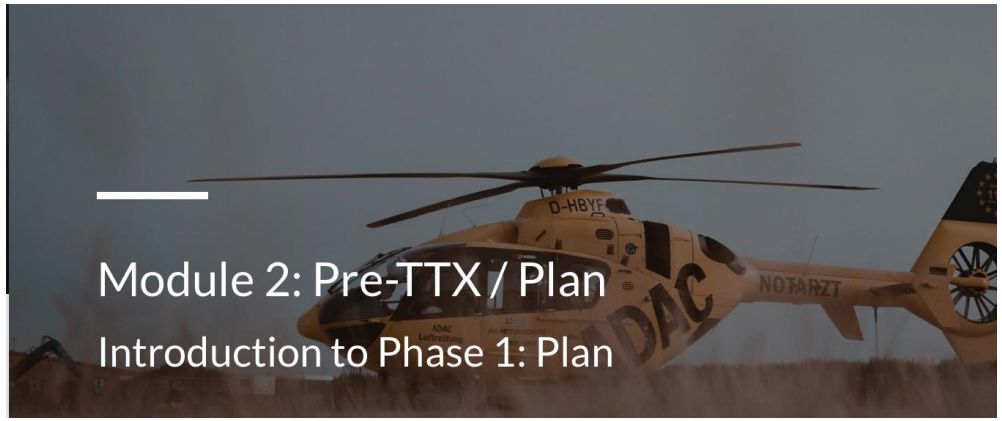
Source: ITU, 2019



The Table- Top Exercise Online Course



Module 1: Introduction (20min)
At the end of this module, you will understand different types of simulation exercises and their purpose.

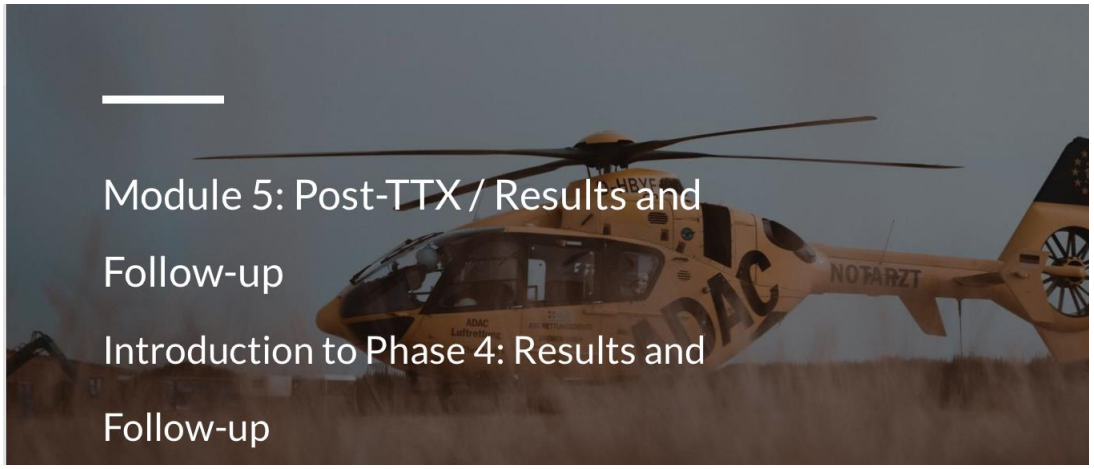


Module 2: Pre-TTX / Planning (30 min)
At the end of this module, you will be able to complete the first phase of a TTX by using the provided tools and resources in this course.

Module 3: Pre-TTX / Design and set-up (20 min)
At the end of this module, you will be able to complete the second phase of a TTX simulation by using the provided tools and resources in this course.

Module 4: During TTX / Conduct (20min)

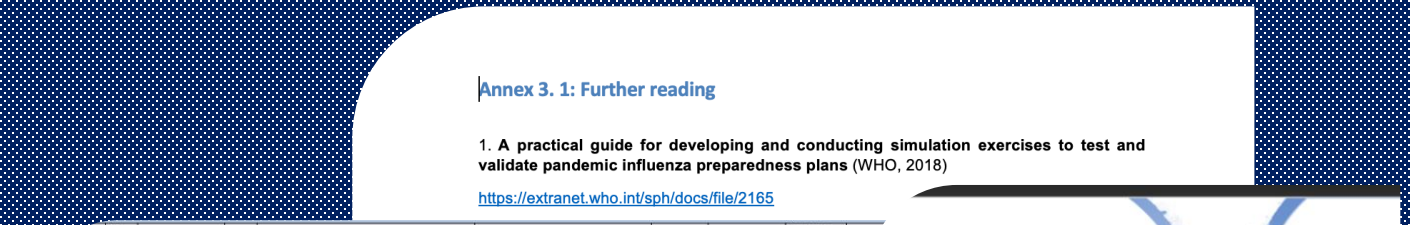
At the end of this module, you will be able to complete the third phase of a TTX simulation by using the provided tools and resources in this course.



Module 5: Post-TTX / Results and Follow-up (20 min)

At the end of this module, you will be able to complete the fourth phase of a TTX simulation by using the provided tools and resources in this course.

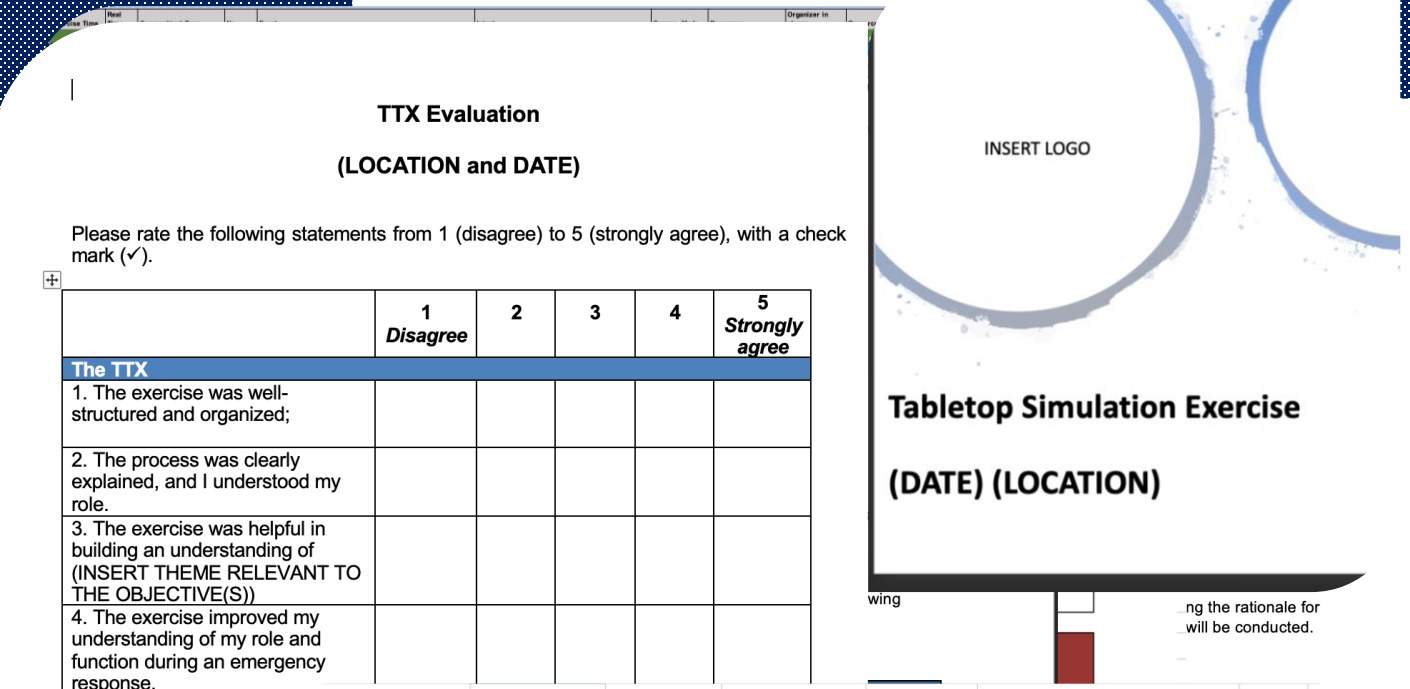
TTX Toolkit and Resources



Annex 3. 1: Further reading

1. **A practical guide for developing and conducting simulation exercises to test and validate pandemic influenza preparedness plans** (WHO, 2018)

https://extranet.who.int/sph/docs/file/2165



TTX Evaluation

(LOCATION and DATE)

Please rate the following statements from 1 (disagree) to 5 (strongly agree), with a check mark (✓).

	1 *Disagree*	2	3	4	5 *Strongly agree*
The TTX					
1. The exercise was well-structured and organized;					
2. The process was clearly explained, and I understood my role.					
3. The exercise was helpful in building an understanding of (INSERT THEME RELEVANT TO THE OBJECTIVE(S))					
4. The exercise improved my understanding of my role and function during an emergency response.					
5. The exercise allowed identify some of the s gaps in my understa relevant response s procedures and pla					
6. The problem					

wing

ng the rationale for
will be conducted.

[INSERT LOGO HERE]

Planning Checklist for TTX Simulation

	TASK	DETAILS	Before the exercise DATE DUE	FOCAL POINT	STATUS
8	Concept note	Define the purpose and scope of the simulation and draft concept note			ie: in process, completed
9	Resources	Facilitation team identified and confirmed			
10		Budget prepared			
11		Funding sources agreed			
12	Invitations: (Note: should be sent as early as possible to ensure the appropriate people are available to participate)	Participants identified			
13		Participants invited			
14		Participant list created			
15		Admin note and reminder sent			
16		Venue selected (security approved, appropriate size)			
17		Venue is accessible for all stakeholders			
18		Room layout agreed with venue manager			
19		Venue setup			
20		Supplies and equipment delivered and set up			
21	Catering	Catering package (meals and refreshments)			
22		Catering confirmed and times provided			

Note: This checklist should be adapted to your local context.

Annex 1: Toolkit table-top simulation exercise
- Annex 1.1: Concept note
- Annex 1.2: Budget template
- Annex 1.3: Planning checklist
- Annex 1.4: Master scenario and inject guidance
- Annex 1.5: Inject matrix template
- Annex 1.6: Example PowerPoint presentation
- Annex 1.7: Guidance for table-top simulation facilitators
- Annex 1.8: Activity sheet template
- Annex 1.9: Action plan template
- Annex 1.10: Evaluation

Annex 2: Additional sample resources for Getonia (fictitious island)
- Annex 2.1: Inject matrix (Getonia example)
- Annex 2.2: ICT country profile (Getonia example)
- Annex 2.3: ICT standard operating procedures (Getonia example)
- Annex 2.4: Country overview map (Getonia example)
- Annex 2.5: Impact overview map (Getonia example)
- Annex 2.6: Zoom impact overview map (Getonia example)
- Annex 2.7: Pre-coverage map (Getonia example)
- Annex 2.8: Post coverage map (Getonia example)
- Annex 2.9: Response plan template (Getonia example)

Further reading

- **Badge**

Quiz: Module 1

You now have the opportunity to demonstrate your knowledge of the content from module 1.

There are 5 questions and you require a score of 60% in order to obtain your badge at the end of the course.

START QUIZ >

Quiz: Module 2

You now have the opportunity to demonstrate your knowledge of the content from module 2.

There are 3 questions and you require a score of 60% in order to obtain your badge.

START QUIZ >

Quiz: Module 3

You now have the opportunity to demonstrate your knowledge of the content from module 3.

There are 3 questions and you require a score of 60% in order to obtain your badge.

START QUIZ >

Quiz: Module 4

You now have the opportunity to demonstrate your knowledge of the content from module 4.

There are 3 questions and you require a score of 60% in order to obtain your badge.

START QUIZ >

Quiz: Module 5

You now have the opportunity to demonstrate your knowledge of the content from module 5.

There are 3 questions and you require a score of 60% in order to obtain your badge.

START QUIZ >

Knowledge test

THANK YOU!!!

- Haidar Baqir
- Emergency Telecommunications and Climate Change Coordinator
- ITU/BDT/EET Division