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| **Tabletop Exercise Planning Worksheet** | | | |
| **Tabletop Exercise Title:** *Type the name you will use to refer to this exercise*  **Emergency Plan Section Being Exercised:** *State the specific section of your emergency plan related to the exercise goals/objectives* | | | |
| **Exercise Goal & Objectives** | | **Evaluator Notes** | |
| ***Goal 1:*** *Write a concise goal that describes what you want to achieve by exercising this section of your Emergency Management Plan. Each goal must have separate measurable objective(s).*   * ***Objectives for Goal #1:*** *Write at least one objective for the goal to measure its achievement. Multiple objectives are often helpful.* | | *Leave this column blank.*  *The exercise evaluator will use this space to record his/her observations about the exercise and comments about the achievement of the stated goals and objectives.* | |
| **Action items for Follow-up** | | | |
| *Leave this section blank.*  *This section is used by the evaluator to describe actions that need to be taken to correct areas identified as needing improvement during the exercise. This section may also be completed by observers, the facility’s risk manager or others. It might also be completed post-exercise, after reviewing the evaluator and/or observers notes and discussing the exercise experience with others whose input might be needed to write the improvement plan section of the exercise’s After-Action Report.* | | | |
| **Scenario Injects**  *Injects are used to help direct the discussion about the scenario presented for the exercise.* | | | |
| **Inject/Message** | **Exercise Goal & Objective #** | | **Time Issued** |
| *In chronological order, write the injects (messages) that should be given to participants necessary to meet the goals and objectives for the exercise. The inject(s) may be presented verbally, or in other ways to simulate how it might be received during an actual event (e.g., telephone, TV).*  *You may want to create several injects to ensure that all objectives can be met by the exercise.*  *Remember to list the injects in the order that you intend for them to be presented by the facilitator during the exercise.* | *Write the objective # that correlates to the message you have written.* | | *Leave this column blank.*  *The evaluator will use this column during the exercise to record the time when each inject is presented to the participants.* |