

Tabletop Exercise

Course Sponsor:

Justice Institute of B.C.- Emergency Management Training

Target Audience:

Individuals responsible for designing, developing, conducting, facilitating and/or evaluating tabletop exercises.

Course Description:

Duration: 2 Days

The purpose of this course is to enable participants to develop, conduct, evaluate and follow-up to tabletop exercises.

Course Objectives:

On completion of this course, participants will be able to:

- Develop tabletop exercises for their own agencies or communities
- Participate in a tabletop exercise planning team
- Conduct/facilitate a tabletop exercise
- Evaluate tabletop exercises
- Participate in the follow-up to tabletop exercises

Topics include:

- Role and benefits of tabletop exercises
- Specific learning needs for a tabletop exercise
- Choosing the exercise team
- Planning tabletop exercise materials
- Purpose and scope statements for the tabletop exercise
- Defining objectives and expected actions
- Writing the narrative
- Developing detailed and major events
- Writing problem statements
- Preparing the master sequence-of-events list
- Administration of tabletop exercises
- Facilitating, evaluating and conducting the tabletop exercise
- Exercise follow-up

Prerequisite:

- Introduction to Emergency Management in BC
- Exercise Design
- Emergency Operations Centre, Level 1

Type of Instruction:

Lecture, video, group work, practical assignments and tabletop EOC exercises

Class Size:

26 Maximum

Course Location:

Courses can be delivered at various locations as agreed upon. The vast majority of Emergency Management Division courses are conducted away from the Justice Institute's campuses at locations convenient to clients and students.

Point of Contact:

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Additional Comments:

Municipalities and agencies should send 2-3 members of their exercise teams. At the end of the course these members will have prepared materials for tabletop exercises to be conducted in their own community or organization.