

Discussion-Based Tabletop Exercise (TTX) Checklist

NO.	ACTIONS	COMPLETED
BEFORE THE EXERCISE		
	Assemble the TTX Planning Team. TTXs require a Facilitator to guide discussions; the Exercise Coordinator could also serve this role. A Scribe is also required to take detailed notes of the discussion.	
	Decide who should participate in the discussion-based TTX. Invite the organization's decision-makers; they will be key to assessing the effectiveness of current plans and procedures. Ensure that people from the whole community are represented to get a realistic viewpoint from those who may be most affected by the plans and procedures being evaluated.	
	Determine the purpose, objective(s) and scope, date and time of the exercise, and where and how you will incorporate a ShakeAlert EEW.	
	Write the scenario you want to discuss in your TTX.	
	Invite your ShakeAlert EEW Technical Partner to assist with testing, troubleshooting, and procedures to activate a ShakeAlert EEW alert.	
	Notify participants of the exercise and provide multilingual DROP-COVER-HOLD ON and modified protective action infographics. Consider demonstrating these protective actions before or during the TTX; these exercises offer an opportunity to show short videos of these protective actions.	
	Register your TTX at www.ShakeOut.org if you are participating in ShakeOut, and your state/local management agencies, where appropriate.	
	Download ShakeAlert EEW drill audio and any recordings of realistic earthquake sound effects to play during the earthquake component of the TTX. (See Appendix B for these resources.)	
	Establish contingency plans for unexpected events that could halt or change your TTX.	
DURING THE EXERCISE		
	Start with the TTX scenario. Remind participants that a ShakeAlert EEW will be a part of the exercise and that they are expected to DROP-COVER-HOLD ON or take a modified protective action when the EEW alert is received.	
	Initiate the EEW alert according to the exercise scenario and add audio/video described in the scenario.	
	After one minute, announce that the shaking has stopped and that participants may resume the discussion.	
	Invite your ShakeAlert EEW Technical Partner to assist with any technical issues that arise during the TTX.	

NO.	ACTIONS	COMPLETED
AFTER THE EXERCISE		
	Solicit feedback from all TTX participants. Be sure to solicit feedback from people who represent the whole community to get a realistic viewpoint from those who may be most affected by the plans and procedures being evaluated.	
	Use feedback to analyze the exercise and to assess if your purpose and objective(s) were achieved.	
	Create an After-Action Report and Improvement Plan (AAR/IP) that details what was successful in the exercise that should be sustained, as well as what needs to be improved or corrected. Submit the AAR/IP to the organization's leadership for corrective action or to memorialize successful elements.	
	Update the organization's plans and procedures to reflect what was learned in the TTX.	
	Work with your ShakeAlert EEW Technical Partner to address any technical issues that occurred during the exercise.	
	Schedule the next TTX that incorporates ShakeAlert EEW as soon as possible.	
	Share photos and stories on Twitter (be sure to tag @USGS_ShakeAlert), with your state and local emergency management agency, and at www.ShakeOut.org .	