

Bioevent Tabletop Exercise Toolkit

List of Topics by Chapter/Appendices

Letter from the New York City Commissioner of Health

Acknowledgements

Chapter 1: Bioevent Tabletop Exercises in Healthcare Settings (Intro to the Toolkit)

Considerations Before Planning Begins

How to Use This Toolkit

How to Modify this Toolkit

Chapter 2: Planning the Exercise

Planning Committee

Planning Committee Position Descriptions

Tabletop Exercise Position Descriptions

- Moderator
- Facilitator
- Participants
- Evaluators
- Observers

Tabletop Exercises Defined

- Introduction
- Modifying Exercise Based on Experience
- Use of Injects
- Design of Tabletop Exercises

Breakout Group Format

Single Group Format

Simulated Activation of the EOC

Hot Wash

Exercise Evaluation

Schedule and Conduct of Planning Meetings

Choosing a Scenario

Chapter 3: Conducting the Exercise

Coordinating the Exercise

- Characteristics of Room
- Room Setup for Breakout Group and Single Group Format

Running the Exercise

- Moderator Guidance
- Facilitator Guidance

Conducting the Hot Wash

After-Action Report

Chapter 4: Evaluating the Exercise and Its Impact

Purpose of Evaluation

Conducting the Evaluation

- Members of Evaluation Team
- Lead Evaluator
- Template Evaluation Tool
- Timeline for Conducting Evaluation

After-Exercise Survey

Debriefing Session

Long-Term Impact Assessment

Dissemination of Evaluation Findings

Chapter 5: Scenarios

Scenario One – Plague PowerPoint Slides

Agent One Narrative for Moderator

Agent One Narrative for Participants

Agent One Injects

Plague Fact Sheet

Scenario Two – SARS PowerPoint Slides

Agent Two Narrative for Moderator

Agent Two Narrative for Participants

Agent Two Injects

SARS Fact Sheet

Scenario Three – Anthrax PowerPoint Slides

Agent Three Narrative for Moderator

Agent Three Narrative for Participants

Agent Three Injects

Anthrax Fact Sheet

Scenario Four – Smallpox PowerPoint Slides

Agent Four Narrative for Moderator

Agent Four Narrative for Participants

Agent Four Injects

Smallpox Fact Sheet

Scenario Five – Pandemic Influenza PowerPoint Slides

Agent Five Narrative for Moderator

Agent Five Narrative for Participants

Agent Five Injects

H5N1 Influenza Fact Sheet

Scenario Six – Primary Care Center – Pandemic Influenza

Agent Six Narrative for Moderator

H5N1 Influenza Fact Sheet

Appendices

Appendix A – Definitions

Appendix B – Acronyms

Appendix 1a – Breakout Group Assignment List for Three Groups

Appendix 1b – Breakout Group Assignment List for Four Groups

Appendix 1c – HEICS Breakout Group Assignment List

Appendix 2 – TT Exercise Invitee List

Appendix 3 – Sample Agenda

Appendix 4 – Tabletop Exercise Planning Checklist and Timeline

Appendix 5 – Generic Hospital Moderator/Facilitator Question Database

Appendix 6 – Sample Post-Exercise Survey

Appendix 7 – Debriefing Session: Guidelines & Questionnaire

Appendix 8 – Long-Term Impact Assessment

Appendix 9 – Primary Care Center Generic Pandemic Influenza Question Database

Appendix 10 – Sample Certificate of Completion

Appendix 11 – Sample Physical Layouts

Appendix 12 - References