Shelter in Place Tabletop Exercise Guide

Instructions: A shelter in place tabletop exercise should be conducted once every six months. Exercises can be held more frequently based on the needs of residents. A tabletop exercise (TTX) is a discussion with staff and residents exploring roles and responses during an emergency by walking through example scenarios. For best practice, set the target date of the next exercise after completion of this exercise. Please refer to the **Essential Questions and Sample Scenarios** companion sheet for further guidance.

A variety of situations might compel residents and staff to shelter in place for a prolonged period. Staff and residents may be informed of a shelter in place order through a variety of media, including but not limited to: Wireless Emergency Alert (WEA) notifications on smart phones; Emergency Alert System (EAS) messages on TV or radio; public address system notifications from vehicles equipped with loudspeakers; door to door notifications by police, fire or other first responders.

Disaster Scenario Chosen: _____ **Date of Exercise:** _____

Target Date of Next Exercise: _____ **Staff Participating in Exercise:** _____

Residents Participating in Exercise: _____

Summary of Discussion: _____