

Crisis Management Team
Tabletop Exercise Lessons Learned Report
Catastrophic Earthquake Scenario
DATE

TABLETOP EXERCISE
LESSONS LEARNED REPORT

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INTRODUCTION

Purpose

On DATE from 1PM to 2 PM the Business Unit/Department/Division simulated a catastrophic Seattle Fault Earthquake during a Tabletop Exercise hosted by the Business Continuity Management Program Office. This exercise was conducted to bring operational awareness to the Crisis Management Team (CMT) during a catastrophic event up to 24 hours from the time of inception.

Exercise Objectives

The Tabletop exercise encompassed eight critical objectives which were discussed at varying degrees during the hour.

1. Heightened Awareness of CMT Operational Process 0-24 hours
2. Initial Response Activities 0-24 hours
3. Coordination Process with other Teams, Command Post, Command Center
4. Responsibilities and Standard Operating Guidelines (or Procedures)
5. Escalation and Notification Timeline and Process: Who, What, When, Where, How
6. Process of Initial Assignment of Team Members
7. Process of Initial Assessment of Impacts
8. Activities that Complete the Initial Crisis Action Plan for the first 24 Hours

This exercise encompassed the techniques necessary for each team to execute their responsibilities within their respective assigned roles based on current industry standards.

Assumptions

The Tabletop exercise did not include the elements of life safety, food, water, housing, or medical issues due to the time frame and scope of the exercise. All the teams were physically capable of executing their roles for the first 24 hours into the crisis.

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SUMMARY OF FINDINGS

Administration of the Exercise

Issue:

Detail the issue here.

Discussion:

Discuss the issue.

Recommendation:

State recommendations here based on the discussion.

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SUMMARY OF FINDINGS

Objectives of the Exercise

Issue:

1. Heightened Awareness of Crisis Management Team Operational Process 0 – 24 hours.

State issue.

2. Initial Response Activities 0-24 hours.

State issue.

3. Coordination with other Teams/Command Post/Command Center.

State issue.

4. Responsibilities and Standard Operating Guidelines.

State issue.

5. Escalation and Notification Timeline and Process.

State issue.

6. Initial Assignment of Team Members.

State issue.

7. Process of Initial Assessment of Impact.

State issue.

8. Activities that complete the initial Crisis Action Plan for the first 24 hours.

State issue.

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Discussion:

1. Heightened Awareness of Crisis Management Team Operational Process 0 – 24 hours.

Discuss issue here.

2. Initial Response Activities 0-24 hours.

Discuss issue here.

3. Coordination with other Teams/Command Post/Command Center.

Discuss issue here.

4. Responsibilities and Standard Operating Guidelines.

Discuss issue here.

5. Escalation and Notification Timeline and Process.

Discuss issue here.

6. Initial Assignment of Team Members.

Discuss issue here.

7. Process of Initial Assessment of Impact.

Discuss issue here.

8. Activities that complete the initial Crisis Action Plan for the first 24 hours.

Discuss issue here.

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Recommendation:

1. Heightened Awareness of Crisis Management Team Operational Process 0 – 24 hours.

Add recommendation here based on the discussion.

2. Initial Response Activities 0-24 hours.

Add recommendation here based on the discussion.

3. Coordination with other Teams/Command Post/Command Center.

Add recommendation here based on the discussion.

4. Responsibilities and Standard Operating Guidelines.

Add recommendation here based on the discussion.

5. Escalation and Notification Timeline and Process.

Add recommendation here based on the discussion.

6. Initial Assignment of Team Members.

Add recommendation here based on the discussion.

7. Process of Initial Assessment of Impact.

Add recommendation here based on the discussion.

8. Activities that complete the initial Crisis Action Plan for the first 24 hours.

Add recommendation here based on the discussion.

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CONCLUSION

State conclusions here and any specific items to address such as:

- Annual Training.
- Access to Critical Information.
- Collaborative Environment for Planning across Business Units/Departments/Divisions.
- Annual or Bi Annual Updates to the Plan.
- Roles and Responsibilities clearly defined and trained.

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CMT PARTICIPANTS

#	PARTICIPANT	TEAM LEADER
1		
2		
3		
4		
5		
6		
7		
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10		