Tabletop Exercise (TTX)

Exercise Agenda

- Tabletop Ground Rules

- TTX Participants Overview

- TTX Exercise

- After Action Review

- Summary

Purpose of Exercise

- To review and finalize transportation plans for the (add name) event OR
- TO improve traffic incident multi-discipline response.

- To test assumptions made during the development of the traffic management plan.

- To simulate communication exchanges that will be a necessary component of the day of event operations plan/traffic incident response.

What is a Tabletop Exercise (TTX)

A low cost tool that allows key stakeholders involved in the planning and implementation of traffic management plans for planned special events to test the plan through a facilitated scenario based discussion and to identify gaps.

Why Exercise?

- Proactive planning tool – testing a traffic management plan the day of the event is too late

- To establish interagency relationships prior to the event

- To develop a common understanding of each stakeholder's role during a planned special event and the resources they have available for use

- To develop common, unified goals and objectives

- To test the transportation plan that has been developed to ensure that it addresses a range of possible scenarios

TTX Ground Rules

Questions are welcome

Facilitator

- Someone who is knowledgeable, but is not an exercise "player"

- Needs to set clear goals and objectives

- Prepared to deal with group dynamics

- Ability to identify and avoid tangents to keep discussion on track

Note Taker

- Knowledgeable and has a clear understanding of the traffic management plan for this planned special event/or has knowledge of traffic incident management but not involved in the management of the event

- Responsible for observing discussion and taking clear notes

- Responsible for recounting observations during the review process

Key Participants

- Without the right people a TTX will not be successful

- TTX generally include representatives from:
  - Law Enforcement
  - Security
  - Transportation and/or Public Works
  - Traffic Operations/Management Centers
  - Fire and Rescue / EMS
  - Organizing Committee
  - Venue Representatives
  - Transit
  - Towing and Recovery
  - Elected Officials
  - Public Information
  - Emergency Management

TTX Tools and Visual Aids

- Maps

- Resource lists

- Event timeline

- Staffing schedules

TTX Participants (list participants below)

- Local Organizing Committee
- Name of transportation agency (or agencies)
- Name of transit agency (or agencies)
- Public Safety department(s)
- Fire and Rescue department(s)
- Emergency Medical
- Volunteers

Are we missing anyone??

Purpose of Today's TTX

- Review standard operating procedures of participating agencies

- Identify and address issues/concerns regarding
  - Movement of players and officials
  - Movement of spectators
  - Parking lot flow of traffic and pedestrians

- Discuss contingency plans for possible unexpected occurrences

- To discuss implementation of transportation management plan

Event Overview

- Event: Name of event

- Location: Where the event will take place

- Date: Day of week, Month/Date/Year

- Time: start time

- Attendance: give approx. number and if it is known if it will be a sell-out crowd

Event Overview

- Provide specifics about the time leading up to event to give those at the exercise as much background information as possible. Is the official group (players, officials, press or if it's a meeting of government leaders – heads of state, security, press) in town or are they arriving from elsewhere? What is the timeline prior to the start time listed on previous slide.

- How did official groups arrive? By plane or car? If by car, what were the transportation arrangements and who was involved in those plans?

- Roles and responsibilities of the team working the event. If they were elsewhere to welcome official group, what is their shift assignment.

Event Overview

Event Overview

Event Overview

Event Overview

After Action Review

- Verify that the TTX goals and objectives were met – if not identify steps necessary to complete them

- In addition to What, it is important to identify Who and When

- Evaluate what if any additional interagency coordination is needed

- Evaluate changes and corrections to the planned special events traffic management plan

Event Punch List

- Maps

- Contact lists / communication plan

- Event schedule

- Summary of agency responsibilities and resources

- Memorandums of Understanding (delete?)

- Cost share agreements (delete?)

Wrap Up

- Questions

- Comments

- Thank you for your attendance