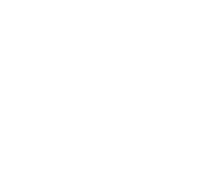
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Put your company name and logo here



**PANDEMIC TABLETOP EXERCISE**

**DRAFT Summary Report**

**Date**

**Business Sensitive**

# Handling Instructions

1. The title of this document is the *Pandemic Business Continuity Tabletop Exercise: DRAFT Summary Report*.
2. Information gathered in this document is designated as business sensitive and should be handled as sensitive information that is not to be disclosed.
3. For more information about the tabletop exercise (TTX), please consult the following point(s) of contact:

Name

Position

Contact information

# Introduction

Add a paragraph about when and where you held the exercise. Describe who was in the room, and which topics you chose to cover.

Our organization identified the following exercise objectives (Choose those most relevant to your organization that were discussed during the exercise):

* Prepare businesses for continuity during a large-scale pandemic scenario.
* Provide company leadership, continuity planners, communications teams, Information Technology (IT) staff, and other key stakeholders with the opportunity to hear company plans, procedures, policies, and strategies for maintaining operations during a widespread pandemic
* Discuss the role of company leadership in considering and making decisions on potential community mitigation measures.
* Discuss and determine what measures our company can/should implement to ensure business continuity and maintain a viable workforce during an outbreak.
* Discuss and determine how we will develop and adapt our risk communication strategy as the outbreak evolves.
* Discuss and determine what policy changes may be necessary to support the response to COVID-19.
* Discuss risks to our company supply chains and the means to mitigate those risks.

The Key Findings section of this Summary Report provides an overview of the exercise participants’ discussions throughout the exercise, highlighting strengths and areas for improvement, as well as actionable recommendations.

# Key Findings

During the exercise, participants discussed a variety of topics regarding a pandemic outbreak, including communication and coordination processes; business continuity; policy challenges; outreach and risk communication; and recovery/reconstitution. During the exercise and the hot wash, and in their completed participant feedback forms, stakeholders highlighted both strengths and areas for improvement across the company. The following is a list of key findings, organized by topic area.

# Topic 1: Policy and Planning

Strengths:

List the strengths identified during the exercise. To the extent possible, include any discussion on how this strength can be maintained



Challenges:

List the challenges identified during the exercise. To the extent possible, include the root cause of each issue, as this will help make it clear how you got to your solutions (below).

# Topic 2: Incident Management

Strengths:



Challenges:

# Topic 3: Crisis communications

Strengths:



Challenges:

# Topic 4: Healthcare System Surge

Strengths:

Challenges:



# Action Plan

The following table outlines the action plan for your organization. For each challenge listed above, include a solution, timeline for completion, and identify who is responsible for implementing the solution to the challenge.

You may need to discuss the challenges with company leadership to identify and validate the solutions, timelines, and responsibility.

| Challenge | Solution | Timeline | Responsibility |
| --- | --- | --- | --- |
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# Appendix A: Exercise Participants

| **Last Name** | **First Name** | **Organization** |
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