

# Emergency Preparedness: Tabletop Exercise Resource Guide

National Nurse-Led Care Consortium (NNCC) | FY2026

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## About This Resource Guide

The Centers for Medicare & Medicaid Services (CMS) requires health centers to test their emergency preparedness plans annually. Every other year, the facility must participate in either a community-based full-scale exercise or an individual facility-based functional exercise. A tabletop exercise (TTX) is one type of exercise that may satisfy the requirement on alternate years. This resource guide organizes vetted tabletop exercise materials by scenario category. Each entry includes a description, source organization, and direct links to exercise materials. Health center staff may use these resources to plan, facilitate, and document a compliant tabletop exercise.

## How to Use This Guide

The resources below are organized into six scenario categories. Two general toolkit resources are listed first. These provide the foundational structure and templates that support any scenario-specific exercise.

### General Toolkits

*General Use | Facilitator Resource | All Scenarios*

#### **NYC EMERGENCY MANAGEMENT Tabletop Exercise Toolkit Organizer Guide v1.0**

A concise, practical guide to planning and facilitating tabletop exercises for any hazard scenario. Covers roles, logistics, scenario design, discussion facilitation, and documentation. A strong starting point for health center staff who are new to TTX planning or want a structured framework.

**Source:** NYC Emergency Management

*General Use | Facilitator Resource | Templates & Documentation*

#### **CTEP Package Documents**

The foundational template package for all CISA Tabletop Exercise Packages (CTEPs). Includes an invitation template, fact sheet, facilitator handbook, participant feedback form, and after-action report template. These documents are used alongside the scenario-specific CTEPs listed below.

**Source:** Cybersecurity and Infrastructure Security Agency (CISA)

## Natural Disasters

*Natural Disaster | Slides + Facilitator Guide | Health Center-Specific*

### **Coastal Storm – Slides**

A scenario-based tabletop exercise focused on health center response to a coastal storm event. Includes a facilitator guide and participant slide deck. Covers preparation, patient care continuity, staff coordination, and recovery operations.

**Source:** Philadelphia Department of Public Health / Nurse-Led Care

*Natural Disaster | Slides + Facilitator Guide | Health Center-Specific*

### **Winter Storm – Slides**

A structured tabletop exercise addressing health center operations during a severe winter storm. The facilitator guide and slide deck walk participants through scenario injects covering patient access, supply disruptions, staffing challenges, and shelter-in-place decisions.

**Source:** Philadelphia Department of Public Health / Nurse-Led Care

*Natural Disaster | Slides + Facilitator Guide | Health Center-Specific*

### **Heat Wave – Slides**

Guides participants through a tabletop scenario simulating an extreme heat event and its effects on health center operations and patient populations. Includes facilitator guide with discussion questions covering vulnerable patient outreach, cooling resources, and coordination with public health partners.

**Source:** Philadelphia Department of Public Health / Nurse-Led Care

*Natural Disaster | CTEP Situation Manual | Healthcare Sector*

### **Tornado – CISA CTEP Situation Manual**

A CISA Tabletop Exercise Package (CTEP) for tornado response. Provides a situation manual with scenario background, key planning considerations, and discussion questions. Designed for healthcare and public health organizations to test operational plans for rapid-onset weather events.

**Source:** CISA

*Natural Disaster | CTEP Situation Manual | Multi-Scenario Adaptable*

### **Supply Chain Disruption (Hurricane) – CISA CTEP Situation Manual**

A CTEP focused on supply chain disruption in the context of a hurricane. Particularly useful for health centers exploring vulnerabilities in medical supply procurement, medication access, and vendor continuity. The scenario framework can be adapted for other disaster events beyond hurricanes.

**Source:** CISA

*Natural Disaster | Clinic-Specific | Presentation Format*

### **Severe Weather Tabletop Exercise Presentation**

A tabletop exercise presentation originally developed for clinics. Scenario pieces can largely be used as-is, making it accessible for health center teams without significant customization. Note: Discussion questions in the resource contain minor typographical errors; facilitators may wish to refine these before use.

**Source:** StudyLib (clinic-developed)

*Natural Disaster | Earthquake | Healthcare Organizations*

### **ShakeOut Exercise Manual For Healthcare Organizations**

A planning and exercise manual developed for healthcare organizations to conduct earthquake preparedness drills and tabletop exercises. Includes scenario guidance, discussion questions, and templates for drill coordination, documentation, and after-action review.

**Source:** Great ShakeOut Earthquake Drills

## **Pandemic & Infectious Disease**

*Pandemic / Infectious Disease | CTEP | Healthcare Sector*

### **COVID-19 Recovery CISA Tabletop Exercise Package**

A CISA Tabletop Exercise Package designed to help healthcare organizations and public health entities evaluate their recovery planning for COVID-19 and similar pandemic events. Covers continuity of operations, workforce recovery, and community re-engagement following a public health emergency.

**Source:** CISA

*Pandemic / Infectious Disease | Facilitator Guide | Healthcare Preparedness*

### **Influenza – RAND Technical Report**

A tabletop exercise scenario and facilitation guide for influenza pandemic preparedness, developed by the RAND Corporation. Provides structured scenarios and discussion questions to help healthcare facilities assess their readiness for large-scale infectious disease events. Well-suited for planning exercises even if developed prior to COVID-19.

**Source:** RAND Corporation

*Pandemic / Infectious Disease | Outbreak Response | General Use*

### **Foodborne Illness Outbreak Tabletop Exercise**

A tabletop exercise scenario addressing response to a foodborne illness outbreak within or connected to a health center. Covers case identification, reporting obligations, coordination with public health authorities, and patient communication. Note: This resource is included with the caveat that it is a general-purpose exercise — facilitators should supplement with local protocols.

**Source:** Statewide Health & Medical Exercise (California)

## Cybersecurity

*Cybersecurity | CTEP Situation Manual | Healthcare Sector*

### **CISA CTEP – Healthcare and Public Health Sector (Phishing/Ransomware) Situation Manual**

A CISA Tabletop Exercise Package tailored to the healthcare and public health sector, focused on phishing and ransomware incidents. Scenario injects walk teams through identifying a cyber incident, assessing impact on clinical operations, activating response protocols, and coordinating with IT security and external agencies. Highly relevant for health centers with EHR systems and connected medical devices.

**Source:** CISA

*Cybersecurity | CTEP Situation Manual | Leadership-Focused*

### **CISA CTEP – Executives/Senior Leadership (Cyber Incident) Situation Manual**

Designed specifically for executive and senior leadership teams, this CTEP simulates a cyber incident requiring strategic decision-making, stakeholder communication, and organizational continuity planning. Appropriate for health center CEOs, COOs, CMOs, and board members participating in an annual preparedness exercise.

**Source:** CISA

*Cybersecurity | CTEP Situation Manual | Internal Threat Scenarios*

### **CISA CTEP – Insider Threat (Cyber) Situation Manual**

Focuses on cybersecurity threats originating from within the organization — including accidental data exposure and intentional misuse of access. Discussion questions challenge teams to examine data governance policies, access controls, reporting pathways, and employee accountability processes.

**Source:** CISA

## Terrorism & Security Threats

*Terrorism / Security | Interactive Exercise | Healthcare Facility*

### **Active Shooter Event Response – Interactive Tabletop Exercise**

An interactive tabletop exercise for healthcare facilities addressing active shooter incidents. Covers lockdown procedures, staff safety, patient protection, law enforcement coordination, and post-incident trauma response. Updated link from the California Hospital Association.

**Source:** California Hospital Association

*Terrorism / Security | CTEP Situation Manual | Mass Casualty Response*

### **Healthcare and Public Health Suicide Bombing – CISA CTEP Situation Manual**

A CISA Tabletop Exercise Package addressing mass casualty response to a suicide bombing event in or near a healthcare setting. Discussion focuses on triage protocols, surge capacity, coordination with law enforcement and EMS, and communications during a high-stress, rapidly evolving incident.

**Source:** CISA

*Terrorism / Security | CTEP Situation Manual | Mass Casualty Response*

### **Healthcare and Public Health Vehicle-Borne IED – CISA CTEP Situation Manual**

Guides healthcare teams through a tabletop scenario involving a vehicle-borne improvised explosive device (VBIED). Participants explore mass casualty protocols, facility security response, patient surge management, and communication with emergency management partners.

**Source:** CISA

*Terrorism / Security | CTEP Situation Manual | Facility Threat Response*

### **Healthcare and Public Health Suspicious Package – CISA CTEP Situation Manual**

Addresses response to a suspicious package or potential mail threat within a healthcare facility. Covers isolation and evacuation procedures, hazmat coordination, communication with law enforcement, and patient/staff notification. Applicable to clinics and health centers receiving mail or deliveries.

**Source:** CISA

## **Technology & Infrastructure Failure**

*Technology / Infrastructure | Slides + Facilitator Guide | Health Center-Specific*

### **Power Outage – Facilitator Guide**

A tabletop exercise focused on health center response to a power outage. Scenario discussion covers patient safety, medication storage, equipment backup, electronic health record access, staff communication, and coordination with utility providers and public health authorities. Includes slide deck and facilitator guide.

**Source:** Philadelphia Department of Public Health / Nurse-Led Care

*Technology / Infrastructure | Slides + Facilitator Guide | Facility Emergency*

### **Steam Pipe Rupture – Slides**

A scenario-based exercise addressing response to a steam pipe rupture affecting a health center facility. Discussion questions focus on facility evacuation, patient relocation, environmental health hazards, staff safety procedures, and coordination with building management and emergency services.

**Source:** Philadelphia Department of Public Health / Nurse-Led Care

## **Special Populations**

*Special Populations | Pediatric Focus | Multi-Scenario*

### **Addressing Needs of Children in Disaster Preparedness Exercises (AAP)**

A general resource for incorporating pediatric patients into disaster preparedness exercises. Includes multiple tabletop scenarios that feature children as a vulnerable population, with some discussion questions tailored specifically for clinic settings. Useful for health centers with significant pediatric patient panels or those serving families.

**Source:** American Academy of Pediatrics (AAP)