

IMPROVE PREPAREDNESS OF YOUR WORKPLACE THROUGH TABLETOP EXERCISES



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No matter how comprehensive your company's crisis response plans may be, their true effectiveness can only be determined after they have been tested and validated. To do so, companies may conduct a table-top exercise (TTX) to test their contingency plans against possible crisis scenarios.

Conducting a TTX can help your company identify vital considerations that may have been overlooked in existing plans. This enables your company to implement the necessary protocols, so that everyone can respond swiftly during a crisis. Here is how you can conduct one for your workplace.

PLANNING THE TTX



Clearly identify the exercise objectives with your crisis response team. Consider putting your company's response plans through various possible threats such as armed attacks, improvised explosive devices within the building, and unauthorised access to the organisation's digital assets.

Additionally, do ensure that the relevant personnel are familiar with the standard operating procedures to respond to a threat, prior to the exercise. This includes what information to gather for reporting, as well as the people to inform and activate.

CONDUCTING THE TTX



Conduct the TTX in an objective, neutral and constructive manner within a set time. Decide how to facilitate discussions, and how to record observations and findings.

Clearly establish the TTX scenario at the start of the exercise to set the context for discussions.

You should also ensure the size of breakout groups are optimal for discussions. You can also consider conducting the TTX online, using the breakout room function on online meeting platforms.

AFTER THE TTX



It is important to conduct a debrief after the exercise, where participants can clarify their doubts, discuss lessons learnt, and recommend measures to improve the crisis response plan. Subsequently, compare the intended outcome of the crisis response plan with the achieved outcome of the exercise through an after-action review (AAR) to better identify gaps in the company's crisis response plans.

To learn more on how you can conduct a TTX for your workplace, you may watch a short video [here](#).

Learn more about how you can help save lives by pre-empting and preventing the spread of radical ideologies and their threat to Singapore [here](#).

Anyone who knows or suspects that a person is radicalised should promptly contact the ISD Counter-Terrorism hotline **1800-2626-273** or report via the **SGSecure app**.

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-SGSecure@Workplaces Bulletin-

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