A TTX will not prevent terror attacks from happening. But if an attack does happen, workplaces who have undergone a TTX will be able to reduce the impact of an attack and restore order and normalcy more quickly.

The TTX aims to identify gaps in the company’s current contingency plans in dealing with terror attacks. The key factors to consider are:

- Roles and responsibilities of all relevant personnel during an attack before the arrival of Police, and upon the arrival of Police
- Evacuation and lockdown procedures
- Communication protocol amongst various stakeholders and with emergency forces
- Link up procedures with the Police
- Key information to capture that would be useful for the Police in the event of an attack
- Staff accounting measures
- Business continuity and recovery processes

What is a Table-Top Exercise (TTX)?

A TTX is a discussion amongst key stakeholders of a premises to validate contingency plans and procedures by running through them against test scenarios. Going through a TTX allows attendees to refresh their knowledge of the plans and procedures, and review if objectives are met, or if refinements are required.

Who should attend?

- Key appointment holders
- Leadership
- Facilities Management
- Human Resources
- Fire Safety Warden
- Emergency Response Team
- Building Owner
- Property Manager
- Security Team
- Neighbours
- Residential/Commercial/Industrial developments
- Public transport facilities, i.e. train stations and bus interchanges

No Contingency Plans in place?

Develop your own plan, while taking into account the risk of different types of terror attacks and considering the following elements:

- Know how to detect a threat, how to report it to the police and when to trigger your contingency responses.
- A process to lockdown the premises when required.
- How to get the word out and inform people in the premises in the event of an attack.
- An evacuation plan when a lockdown is not possible.
- Designating safe rooms for people to hide in.
- How to detect a threat, how to report it to the police and when to trigger your contingency responses.
- Designating a point of contact who can liaise with the Police during an incident/attack.

Recent MOM Terror Preparedness TTXs

Northpoint City TTX (25 Aug 2019)

Jurong Point TTX (8 Oct 2019)