**TABLETOP Exercise - Template**

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| **Background Information** |
| This can include things like the weather leading up to the emergency, relevant notes about the area (i.e., road construction nearby), etc. |

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| **Incident Scenario** |
| This provides more detailed information, such as the date, time, temperature, wind direction, activities, etc. |

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| **Supporting / Additional Resources / Other Exercise Materials** |
| This section would include a list of supplemental information, such as SDS’s and maps. |

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| **Message****Number** | **Exercise Message** | **Expected Actions** |
| **1** | Each message describes something requiring action, for example, a carbon monoxide detector going off in a barn. | * These points would list the expected emergency action steps to be taken.
* There may be more than one for each message.
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| **Message 1 Notes**This section would include notes to person leading the tabletop exercise . For example:“Present the new information found in the exercise message and give participants a couple of minutes to think about the new information, then ask: a) who would take on the role of incident manager and what their initial emergency actions would be?” |
| **2** |  |  |
| **Message 2 Notes** |
| **3** |  |  |
| **Message 3 Notes** |
| **4** |  |  |
| **Message 4 Notes** |
| **5** |  |  |
| **Message 5 Notes** |
| **6** |  |  |
| **Message 6 Notes** |
| **7** |  |  |
| **Message 7 Notes** |
| **8** |  |  |
| **Message 8 Notes** |

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| **Exercise Participants** |
| **Print Name** | **Print Job Title or Role** | **Signature** | **Date** |
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**Important:** Retain a copy of this document in your farm records.