**Introduction**

Exercises are tools for testing preparedness plans and identifying areas for improvement. They can be time consuming and intimidating if an individual or organization has no experience in exercise play. Tabletop exercises are simulated emergency situations that evaluate plans and procedures and encourage the clarification of assignments and responsibilities. A *mental* tabletop prompts an individual to think systematically about the actions and decisions needed to respond to a defined scenario.

**Instructions**

Read the scenario below. Then think about the following questions. Finally, make a short to-do list of actions that will improve personal and organizational preparedness.

**Scenario**

A major earthquake occurs at 11:15 a.m. EDT on Thursday, April 28, 2011.

**Questions**

1. Where are you right now?
2. Who is going to rely on you at this moment for information and guidance?
3. What communication channels will be available to you to receive and send KOIN alerts?
   1. If you are in a major impact zone that loses electricity?
   2. If you are in an adjacent area that has power, but cell phones towers have gone down?
   3. Other limitations?
4. Who will you need to reach with KOIN alerts?
5. What are the likely barriers to reaching people in your KOIN network?
6. If you are at work, how do your employer’s expectations fit with (or not fit with) your KOIN responsibilities?
7. If you are NOT in the immediate impact zone, how might the disruption that occurs in the western part of Kentucky affect:
   1. Your family or others for whom you are responsible?
   2. The demands or expectations on your employer?
8. What kinds of preparations, if made beforehand, will help you to:
   1. Be confident about your family’s well being?
   2. Meet your responsibilities as a KOIN member?

**What next?**

Based on your thinking above:

1. What are two easy things you can do to improve your personal preparedness so that you will be confident about your family’s well being?
2. What are two easy things you can do to improve your preparedness to meet your work and KOIN responsibilities?
3. Identify one “stretch” preparedness goal:
   1. Personally
   2. Professionally
   3. As a KOIN member