

## Enhancing workplace preparedness with Table-Top Exercises (TTX)

October 2019

### Sound plans help to build up a secure workplace

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

### A guide to conducting a TTX

Facilitators can use the following steps as a basic guide.



#### PREP

- Discuss who the main facilitator, note taker and timekeeper should be.
- Participants should familiarise themselves with their existing contingency plans ahead of the session.



#### STEP ONE

Set things in motion with introductions between you and the exercise participants. Conduct an ice breaker, if required.

#### 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 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



#### STEP TWO

Explain the following to participants:

- In reality, responses may differ due to considerations such as profile of building occupants, or existing processes already in place.
- The TTX is meant to raise and review issues. The more issues surfaced, the more chances to enhance their emergency/contingency plans and strengthen their business processes.
- Simulated scenarios with injects will be presented during the exercise. Injects are basically the individual parts of a scenario and these are meant to encourage feedback and discussion among the participants.
- Although the exercise scenario is fictional, use the scenario as a lead-in to talk about incidents from the participants' own experiences at their workplaces.

#### STEP THREE

Begin the exercise by reading out the main points of the scenarios presented earlier. Encourage recorders to take down the key points.

#### STEP FOUR

Deliver the first inject and let the discussion evolve naturally amongst participants. If necessary, nudge participants with non-leading open ended questions, such as "What would you do in this situation?". Inform participants of the time allocated to each inject.

#### STEP FIVE

Be sure to take detailed notes during the discussions. These notes should be submitted to the exercise organisers for evaluation and review as soon as possible.

Leave at least 15 minutes for wrapping up and getting participants to present their learnings. Facilitators should follow-up on matters raised during the exercise and review contingency plans accordingly.



### No Contingency Plans in place?

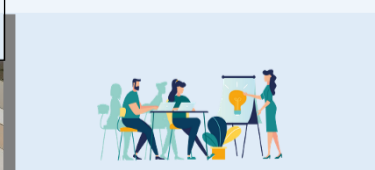
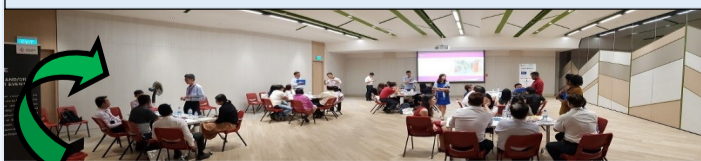
Develop your own plan, while taking into account the risk of different types of terror attacks and considering the following elements:

- 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.
- Designating a point-of-contact who can liaise with the Police during an incident/attack.



Find out more in the 'Contingency Planning And Protective Security Advisories for Workplaces' guide at [www.sgsecure.gov.sg/resources](http://www.sgsecure.gov.sg/resources). You can also refer to the 'Table-Top Exercise (TTX) for Workplace Guide' as well as other helpful resources at [www.police.gov.sg/resources/prevent-terrorism](http://www.police.gov.sg/resources/prevent-terrorism).

### Recent MOM Terror Preparedness TTXs



Northpoint City TTX  
(15 Aug 2019)



Jurong Point TTX  
(8 Oct 2019)

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