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|  | What | Purpose / actions | Resources |
| Step1 | Introduction Melody TTX | Present the introduction slides of the TTX | Slide 18 and 19 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 2 | Divide into groups | Each discipline (fire, ambulance, police) is placed in a separate group, include a dispatch per group. Tell the group to choose one representative/ spokesperson | Slide 20 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 3 | preparation | Provide empty overview maps, stickers and assistance documents | Map: *7.1 P\_2 OverviewMaps\_2022*  *7.1 P\_2 Labels&stickers\_A2Format\_20227.1 P\_2 Detailed guidance for participants\_2022* |
| Step 4 | Provide simple dispatch | Print of the dispatch or provide orally | *7.1 P\_2 Dispatches\_2022*Slide 2 for fire department  Slide 4 for ambulance  Slide 6 for police |
| Step 5 | Interaction with Dispatch officer (facilitator) | Each group asks additional information from the dispatch officer  By asking the right questions the overview map can be filled with the available information  The facilitator can if necessary, support the participants with obtaining the right information by asking questions  At the end of step 5 the facilitator asks one participant to function as spokesperson of the group | Each facilitator has the filled in overview map at their disposal 7.1 *P\_2 Overview map\_A1\_2022*  Facilitator fire department has information from slide 3  Facilitator ambulance has information from slide 5  Facilitator police has information from slide 7 from  *7.1 P\_2 Dispatches\_2022* |
| Step 6 | Arrival on scene | The participants of the three groups take their overview map and go to the central room |  |
| Step 7 |  | The participants are asked to analyse based on the available information if they are dealing with a CBRN incident.  Based on the available information the conclusion should be that the situation is **NOT** a CBRN incident and they can perform their activities normally | Slide 21 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 8 | Arrival on scene First activities | Discussion on which tasks the first arriving units will perform | The participants get slides 2,3,4 and 5 from *7.1 P\_2 Addtional info\_2022* to better assess the situation  Slide 2 and 4 for police and ambulance  Slide 3 and 5 for fire department  Slide 22 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 9 | Expected activities | Facilitator discusses differences and similarities between activities as indicated by the participants and expected activities considered relevant by developers TTX | Slide 23 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 10 | Joint discussion at incident scene and establish common operational picture | All units are on scene and first joint discussion between units take place and they establish a shared operational picture. They discuss their view of the incident and what is happening (scenarios, risks, possible approaches and tasking (what and where)) | Slide 25 of *7.1 P\_ Tabletop exercise participant guidance\_2022*  Place the three overview maps next to each other  Ask the representative/spokesperson of each discipline to explain their view of the situation |
| Step 11 | Risk analysis | The participants should reach the conclusion that the two incidents are linked and perform the risk assessment again. This should lead to the conclusion that they are dealing with a CBRN incident  They discuss their planned tasks and activities (who does what) | Slide 26 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 12 | Expected activities | Facilitator discusses similarities and differences activities as indicated by the participants and expected activities considered relevant by developers TTX  The facilitator asks additional questions if things are unclear and reasoning behind certain choices | Slide 27 *7.1 P\_ Tabletop exercise participant guidance\_2022*  The participants get slides 6,7,8 and 9 from MELODY *7.1 P\_2 Addtional info\_2022* to better assess the situation |
| Step 13 | Joint discussion 2 at incident scene | Participants discuss in a second joint discussion the situation and update the operational picture The Facilitator steers this discussion based on the questions provided on the slide  The participants can add this information to the overview map  Finally the facilitator can compare the map of the participant with the map as developed by the TTX developers | Slide 28 and 29 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 14 | Evaluation | The facilitator discusses how the participants experienced the TTX both from their own role as the way the TTX was set up | Slide 30 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |