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|  | What | Purpose / actions | Resources |
| Step1 | Introduction Melody TTX | Present the introduction slides of the TTX | Slide 1 t/m 8 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 9 of *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 3 | preparation | Provide empty overview maps, stickers and assistance documents | *7.1 P\_1 Overview Maps\_20227.1 P\_1 Labels&stickers\_A2Format\_20227.1 P\_1 Detailed guidance for participants\_2022* |
| Step 4 | Provide simple dispatch | Print of the dispatch or provide orally | *7.1 P\_1 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/receives 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\_1 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\_1 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 | First activities | Discussion on which tasks the first arriving units (Police and fire department) will perform | Slide 10 *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 8 | Expected activities | Facilitator discusses differences and similarities between activities as indicated by the participants and expected activities considered relevant by developers TTX | Slide 11 *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 9 | 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 on the incident and what is happening (scenarios, risks, possible approaches and tasking (what and where)) | Slide 12 *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  Discuss the various assignments on Slide 12 |
| Step 10 | 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 13 *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 11 | Scenario development | Facilitator provides information on the scenario development based on the decisions made and tasks performed by the participants  The participants can add this information to the overview map | Slide 14 *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 12 | Joint discussion at incident scene 2 | 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 | Slide 15 *7.1 P\_ Tabletop exercise participant guidance\_2022* |
| Step 13 | Update operational picture | Facilitator briefly discusses the “real” operational picture and compares this to the overview maps of the participants. Be aware: There is no right or wrong! | Slide 16 *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 17 *7.1 P\_ Tabletop exercise participant guidance\_2022* |