

Where can I get more information about TTXs?

You may wish to refer to the following online resources:

- Table-Top Exercise (TTX) for Workplace Guide and Contingency Planning and Protective Security Advisories at www.police.gov.sg/resources/prevent-terrorism



- SGSecure Guide for Workplaces at www.sgsecure.sg/resources



Alternatively, you may wish to consult your Neighbourhood Police Centre (NPC) liaison officer to find out more.

Name : _____
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Table-Top Exercise (TTX)

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What is a Table-Top Exercise (TTX)?

A TTX is a discussion amongst key stakeholders of a premises to validate their contingency plans and procedures. These can include business owners, security officers, and tenants of premises.



What are the objectives?

The primary objective of a TTX is to identify gaps in current contingency plans for dealing with security incidents. Some possible areas for discussion and validation include:

- A. Roles and responsibilities of all relevant personnel during an armed attack prior to and upon Police arrival.
- B. Evacuation and lockdown procedures.
- C. Communication between premises security team and the rest of the premises occupants.
- D. Link-up procedures with Police.

Who can conduct the TTX?

Any stakeholder can conduct a TTX. A guide on how to conduct a TTX can be found at www.police.gov.sg/resources/prevent-terrorism.

What are the benefits?

- Helps all parties to better direct ground action to respond to contingency situations.
- Improves coordination and interoperability across departments, tenants and/or stakeholders
- Offers platform for the validation of Standard Operating Procedures (SOPs).

Who should attend?

The TTX would be relevant for key personnel in Security, Facilities Management, and Human Resources, as well as representatives from your Company Emergency Response Team (CERT).



What to prepare?

For a fruitful TTX, participants should familiarise themselves with the contingency plans of the premises ahead of the session.

What happens during a TTX?

The flowchart below illustrates a typical TTX:

Appointment of Exercise Staff

1. Exercise Controller (Main Facilitator)
2. Timekeeper
3. Notes-taker

Self-Introduction

1. Conducting Officers
2. Participants

Introduction to TTX

1. Explain the objectives of the TTX
2. The TTX—When, Where, Who, What & How

Discussion of Scenarios

1. Introduce and discuss main scenario
2. Introduce and discuss ad-hoc injects

Simulated emergency scenarios with injects will be presented during the discussion.

You can conduct an After-Action-Review (AAR) to run through the response to the injects upon conclusion of the exercise to consolidate learning.

What happens after the TTX?

You should follow-up on matters raised during the TTX and review contingency plans accordingly.

A TTX is a good lead-up to a Ground Deployment Exercise (GDX). You should consider conducting a GDX thereafter to further refine your contingency plans.