

Tabletop Exercises



Guidelines on setting up the exercise

Tabletop exercises are an effective way of thinking through and planning how you would react to a situation before it actually happens. This is a step by step guide to how to run one of these for your business:

- Print out the scenario you want to work through from the website.
- Find a time where you can get all your staff together around a table for approximately an hour.
- Read through the first page (Phase 1) of the scenario as a group.
- Discuss the questions given at the end of Phase 1 and try and work out how you would react if this happened to your business.
- Look at the notes relating to Phase 1 on the next page and see whether you have covered these points and issues in your discussion. If not you should discuss them now.
- Now repeat the process with Phase 2 and 3 in turn.

This should help you improve your business continuity plans by highlighting problems or areas of weakness within them, and make your business better prepared and more resilient.