



Training course outline

Environment and Emergency Telecommunications Division, ITU

Title	Practical Disaster Response: How to Develop Table-top Simulation Exercises (TTX)
Modality	Online self-paced
Dates	23 January – 31 December 2023
Duration	The course is estimated to take approximately 2 hours to complete.
Registration deadline	22 December 2023
Training fees	Free
Description	This self-paced course aims to provide guidance for developing table-top simulation exercises (TTX) which will help to test if National Emergency Telecommunications Plans (NETPs) and other national strategies for disaster preparedness and response are ready to be used when disasters strike. The course consists of the following five modules: (1) Introduction, (2) Pre-TTX/Plan, (3) Pre-TTX/Design and Set-up, (4) During TTX/Conduct and (5) Post TTX/Results and Follow-up. On successful completion and passing of the quiz, participants will earn a badge.
Code	23OS100131MUL-E

1.LEARNING OBJECTIVES

The objective of this self-paced e-learning course is to increase the understanding of table-top simulation exercises that test ICT capacity and capability in a scenario to uncover best practices and fix gaps, so participants are able to respond better to a real disaster event.

2. LEARNING OUTCOMES

The learning outcomes of this course are to:

1. Increase understanding about different types of simulation exercises;
2. Understand how to conduct a simulation exercise using the presented methodology from the course;
3. Understand the steps needed for conducting a simulation exercise: planning, designing, setup implementation and follow ups;
4. Raise awareness and introduce toolkits, templates, check lists available for running simulation exercises.

3.TARGET POPULATION



This e-learning course has been developed to assist Member States and stakeholders working on disaster management and disaster risk reduction at a national level to plan, design, and conduct table-top simulation exercises.

4. ENTRY REQUIREMENTS

There are no entry requirements, this course is free and open to all. In addition to this online course, ITU assists with simulation exercises which are coordinated at a national level between different stakeholders. Find out more about simulation exercises on the ITU website [here](#).

5. TUTORS/INSTRUCTORS

Name of tutor(s)/instructor(s)	Contact details
Environment and Emergency Telecommunications Division, ITU	eetmail@itu.int

6. TRAINING COURSE CONTENTS

Module 1: Introduction

Objective: To provide a general overview of simulation exercises.

Learning outcome: At the end of this module, you will have the skills to develop and implement a table-top simulation exercise and increased understanding of the different types of simulation exercises and their purpose.

Timing: It will take around 20 minutes to complete this module.

The module will consist of the following lessons:

- Course overview
- Introduction to simulation exercises
- Types of simulation exercises
- Steps of a table-top simulation
- Quiz

Module 2: Pre-TTX/Plan

Objective: To provide an overview of the steps to be taken as part of the first phase of a TTX simulation.

Learning outcome: At the end of this module, you will be able to complete the first phase of the TTX simulation by using the provided tools and resources in this course.

Timing: It will take around 30 minutes to complete this module.

The module will consist of the following lessons:

- Introduction to Phase 1: Plan
- Initiate
- Determine objectives



- Identify participants
- Draft concept note
- Allocate budget and resources
- Create planning timeline
- Organize facilitation team
- Invite participants
- Quiz

Module 3: Pre-TTX/Design and Set-up

Objective: To provide an overview of the steps to be taken as part of the second phase of a TTX.

Learning outcome: At the end of this module, you will be able to complete the second phase of the TTX simulation by using the provided tools and resources in this course.

Timing: It will take around 20 minutes to complete this module.

The module will consist of the following lessons:

- Introduction to Phase 2: Design and set-up
- Master scenario
- Injects
- Logistical requirements
- Facilitator briefing
- Set-up and administration
- Quiz

Module 4: During TTX/Conduct

Objective: To provide an overview of the steps to be taken as part of the third phase of a TTX.

Learning outcome: At the end of this module, you will be able to complete the third phase of the TTX simulation by using the provided tools and resources in this course.

Timing: It will take around 20 minutes to complete this module.

The module will consist of the following lessons:

- Introduction to Phase 3: Conduct
- Participant briefing
- Facilitation and exercise management
- Debrief
- Evaluation
- Quiz

Module 5: Post TTX/Results and Follow-up

Objective: To provide an overview of the steps to be taken as part of the fifth phase of a TTX.

Learning outcome: At the end of this module, you will be able to complete the fifth phase of the TTX simulation by using the provided tools and resources in this course.



Timing: It will take around 20 minutes to complete this module.

The module will consist of the following lessons:

- Introduction to Phase 4: Results and follow-up
- Recommendations for actions
- Draft report
- Quiz

7.METHODOLOGY (Didactic approach)

This is an online self-paced training based on the '[Emergency Telecommunications Table-Top Simulation Guide](#)' developed by the [International Telecommunication Union \(ITU\)](#) and [Emergency Telecommunications Cluster \(ETC\)](#) which is referenced throughout the course. Learning is supplemented using downloadable course resources and materials that will allow participants working on emergency telecommunications at a national level to plan, design and conduct table-top simulation exercises (these are available throughout the training but also packaged together in the course summary for one single download). Participants are also provided a working example via a downloadable PowerPoint on how a group simulation exercise could be conducted. At the end of each module, learners can test their knowledge through a quiz. The online training includes numerous interactive elements, case study examples and module summaries throughout the course. E-mail based content and technical support is available to learners.

8.EVALUATION AND GRADING

Learners can put their knowledge to the test by taking a quiz after completion of each module. The quiz will only become available after completion of the associated module. Participants will receive a badge certifying successful completion if the course was passed at 60% or higher which can be used on social media or their LinkedIn profile

9.TRAINING COURSE COORDINATION

Course coordinator: Name: Emergency Telecommunications Division, International Telecommunication Union Email address: eetmail@itu.int	ITU coordinator: Name: Mr. Haidar Baqir Email address: haidar.baqir@itu.int
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