

# ‘School Closing’ Table Top Exercise (TTX) Observer’s Role

An Independent Observer must be impartial and objective in his/her evaluation of the value of the Tabletop Exercise (TTX). Within 7 working days after the completion of the TTX, the Observer is required to report the results of the TTX to the Centers for Disease Control and Prevention (CDC) via the CDC Management Information System (MIS). Format for the observation / report is attached. Access to MIS will be at the State level only. Content of the Observer’s report will include an overall assessment of the value of the exercise, to include the presence or absence of appropriate leaders for the conduct of the TTX and any other pertinent feedback on the exercise itself. Additionally, details of discussion / conclusions on specific categories of policy input / implications will provide critical information for CDC’s input to National Policy formulation. Be as specific as possible – length of the report will be determined by the amount of pertinent information captured (see also the attached ‘data capture’ guidance).