

**ANNEX 8E****GUIDELINES TO DAMAGE CONTROL TABLE TOP TACTICS****1. Aim**

To formulate optimum response plans for a Damage Control incident or exercise whilst improving individual/team knowledge and effectiveness.

**2. Objective**

To train personnel to deal safely with an incident in any Damage Control State at sea or in harbour.

**3. Preparations**

The following areas are to be considered prior to conducting a Table Top Tactic (TTT) exercise:

- a. Decide the scenario to be exercised and the qualified personnel suitable to lead the tabletop. The TTT should be planned and promulgated well in advance to de-conflict with ship's programme and ensure maximum attendance.
- b. Arrange a suitable quiet venue in order to conduct the table top (wardroom, dining hall or any suitable briefing room).
- c. Decide who is required to attend; ideally all the key players depending on the type of incident eg CO, HODs, CBRNDCQs, HQ1/SCC/MCR C2 Team, I/C Fire and Repair Party Post, I/C Weapon Section Base, I/C Mobile Team, I/C Standing Sea Fire Party, I/C Containment, OODs, and Incident Board Operators (IBO).
- d. Ensure an incident board is available for the IBO to mark up as the scenario develops.
- e. Ensure the relevant documentation is available to validate the decisions made eg SOPs, RNTMs, XTMs, aide memoires, killcards, smoke clearance plans, standing orders, the BR 2170 series, BR 4007 and BR 4008.

**4. Execution**

The person leading the table top session is to:

- a. Set the scenario and the TTT objectives.
- b. Set a time scale and ensure that the session is completed within time.
- c. Discuss each element of the incident, as you would expect it to develop from the initial incident report, referring to the I/C of the appropriate group to comment. Those present are to be encouraged to inject various options and comments in dealing with the incident. The final decisions and conclusions are to be compared with SOP's with a view to improving these routines where appropriate.

**5. Subject Areas**

Suggested areas for discussion:

**a. Single Incident at State 3**

- (1) Initial pipe and muster locations.
- (2) FCP location.
- (3) Use of fixed systems.
- (4) Initial priorities including continuous aggressive attack and containment.
- (5) Emergency Stations or Emergency Clear Lower Deck.
- (6) Containment priorities.
- (7) Primary isolations.
- (8) Ship and personnel safety.
- (9) Re-Entry brief.

**b. State 1**

- (1) Command aim.
- (2) Fire and flood effect on fighting capability.
- (3) ME system failure effect on fighting capability.
- (4) The effect on fighting capability after loss of electrical systems.
- (5) WE defects and the assistance provided by the internal battle directors.
- (6) Priorities in line with the Command aim.
- (7) Estimated Time Back on Line (ETBOL) considerations.

**c. Validate conclusions against the SOP's and documentation.**

d. Look at alternative methods of dealing with the incidents taking into account that the most obvious methods may not work in all cases depending on the situation.

e. Ensure the Whole Ship CBRNDC Qualified (WSQ) takes notes from the TTT exercise in order to update SOP's if required.

**6.** A well-structured tabletop exercise will prove invaluable to a ships company. It provides a forum during which methods to deal with any future practical exercises conducted at sea or in harbour, for any Damage Control state, can be planned effectively. The CBRNDCQ's organisation can ensure that the training of personnel can be tailored to enable them to deal with any incident.