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| **TTX Activity** | **Description** | **Completed (Y/N)** |
| **Prior to the Distribution System Contamination TTX** |
| Reserve conference rooms | Conference or other appropriate meeting locations need to be reserved for the TTX briefing and hot wash. |  |
| Invite Participants | Email or mail invitations to selected participants. Ask them to RSVP so an accurate head count can be determined for producing TTX materials. |  |
| Arrange for audio/visual equipment and supplies | Audio/visual equipment may include microphones, screens and projectors. Exercise supplies may include pens, markers, flipcharts and ID badges. |  |
| Confirm TTX date | Reminders/notifications should be sent out to players two weeks prior to the TTX. This should include a brief statement on the purpose and objectives.  |  |
| Apply for Training Contact Hours (TCHs) or Continuing Education Units (CEUs) | Apply to the appropriate approving body (e.g., state drinking water primacy agency, drinking water associations) for permission to provide TCHs or CEUs (as appropriate).  |  |
| Conduct the Evaluator orientation (as applicable) | Conduct an orientation for all evaluators so that they are familiar with the TTX scenario, logistics and their roles and responsibilities. This should be conducted the day before the TTX.  |  |
| Make copies of TTX documents | Make sure to have copies of the following documents available on the day of the TTX: * Situation Manual
* Sign-in sheets (used to document training requirements)
* Evaluation Forms
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| [Insert other activities] |  |  |
| [Insert other activities] |  |  |
| [Insert other activities] |  |  |

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| **TTX Activity** | **Description** | **Completed (Y/N)** |
| **On the Day of the Distribution System Contamination TTX** |
| Setup exercise site | This includes registration, seating arrangements, multi-media equipment and flip-charts. |  |
| Conduct registration | Registration should include the following tasks:* Ensure that all participants sign-in and receive name badges (as appropriate)
* Distribute TTX documents
* Discuss objectives, initial conditions and schedule of TTX events
* Answer questions
 |  |
| Conduct/facilitate the exercise | Use PowerPoint presentation to introduce TTX objectives and instructions.  |  |
| Terminate the TTX | Terminate the TTX when all the objectives have been accomplished. |  |
| Conduct the Hot Wash | Conduct the hot wash immediately following termination of the TTX.  |  |
| After Action Report (AAR) and Improvement Plan | Complete the AAR following completion of the TTX. Identify areas where improvement planning is needed within the utility’s SOP’s and topics for future TTXs as appropriate.  |  |
| [Insert other activities] |  |  |
| [Insert other activities] |  |  |
| [Insert other activities] |  |  |