

CISA Tabletop Exercise Package Workshop

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Welcome and Introductions

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Introductions: Please put your name, organization, and sector (if applicable) into the chat function and feel free to turn on your camera.



Workshop Overview

- This workshop provides a general overview of the purpose and intent of the CISA Tabletop Exercise Package (CTEP).
- This workshop will walk through what the CTEP is, how it can be used, and then demonstrate the Supply Chain Winter Weather TTX Situation Manual.
- Additional situation manuals that address other specific sectors or scenarios are available on the CISA website and HSIN-CI platform.



Schedule

Module	Duration
What is the CTEP?	10 Minutes
How to Use the CTEP	30 Minutes
Supply Chain Winter Weather TTX Situation Manual	20 Minutes
Open Discussion	20 Minutes



Discussion

- How did you hear about the CTEP Workshop and / or CISA Exercises?



What is the CTEP?

- The CTEP is designed to assist government and industry partners to develop their own tabletop exercises.
 - The package allows users to leverage pre-built exercise templates and vetted scenarios to build tabletop exercises for their specific needs.
 - These exercises enable our partners to assess, develop, and update information sharing processes and emergency response and recovery plans, programs, policies, and procedures.



What is the CTEP? (cont.)

- Tabletop Exercise (TTX)
 - A tabletop exercise is a facilitated discussion of a scripted scenario in an informal, stress-free environment that is based on current applicable policies, plans, and procedures.
 - The TTX facilitates understanding, identifies strengths and areas for improvement, and / or changes in policies and procedures.
- Multiple hazards and threat vectors
- Intended end-users: private sector partners, critical infrastructure owner / operators, soft targets and crowded places



Discussion

- Have you or your organization used the CTEP previously?



How to Use the CTEP

- CTEP Materials
- Selecting a Situation Manual
- Obtaining CTEP Materials
- Engaging the Right Stakeholders
- Scoping and Designing Your Exercise
- A Note on Virtual Exercises



CTEP Materials

Exercise Planner Handbook: A guide for exercise planners, it provides step-by-step instructions on how to plan, develop, and execute exercises.

- Outlines the basic concepts and characteristics of a TTX.
- Provides step-by-step instructions on how to use exercise documentation templates as well as how to design and conduct a TTX.
- The handbook is distributed only to those individuals specifically designated as planners and should not be provided to exercise players.



CTEP Materials (cont.)

Facilitator and Evaluator Handbook: A guide for facilitators and evaluators / data collectors; it provides instructions and examples to assist in capturing information and feedback during the exercise for the After-Action Report (AAR) / Improvement Plan (IP).

- Describes the roles & responsibilities of and procedures for exercise facilitators and evaluators.
- Provides specific guidance and recommendations for facilitators / evaluators to follow during exercise preparation, conduct, and post-exercise activities.
- Distributed only to those individuals specifically designated as facilitators or evaluators as it contains information about the scenario and exercise administration.



CTEP Materials (cont.)

Templates

- **Invitation Letter** – Used by the planning team to draft the official invitations to exercise participants and includes formal language on intent / purpose, space for a description of the exercise, and relevant logistical information.
- **Exercise Brief Slide Deck** – A PowerPoint presentation that planners can fill in with finalized exercise details, which guides players through scenario modules and discussion questions.
- **Participant Feedback Form** – Used after the exercise to gather information from players (recommendations, key outcomes, feedback on exercise design and conduct) and includes a response questionnaire with space for general comments.



CTEP Materials (cont.)

Templates

- **AAR / IP** – Aids exercise planners and evaluators / data collectors in organizing and implementing the findings of the exercise and includes a structure for capturing strengths and areas for improvement. It also has space to align exercise objectives with core capabilities or relevant industry standards.



Selecting a Situation Manual

- The **Situation Manual** (SitMan) provides the scenario, background information, and suggested discussion questions for exercise players.
- Work with organizational leadership and key stakeholders to identify your planning concerns and coordination priorities.
- Identify the following elements:
 - Your organization's critical infrastructure sector / industry
 - Threats / hazards of interest
 - Planning elements to discuss (e.g., pre-incident information sharing, response operations coordination, recovery / business continuity)



Selecting a Situation Manual (cont.)

CTEP includes over 100 finalized and draft SitMans addressing a variety of critical infrastructure sectors, threat vectors, and scenarios, including:

- COVID-19 Recovery
- Faith-Based Organizations
- Insider Threat
- Large Box Store Retail
- General Civil Disturbance
- Elections
- Ransomware



Discussion

- Which scenario would you or your organization be most interested in?



Obtaining CTEP Materials

- All CTEP Materials and Situation Manuals are located on the CISA website at: <https://www.cisa.gov/cisa-tabletop-exercises-packages>
- Situation Manuals are also accessible through the Homeland Security Information Network – Critical Infrastructure (HSIN-CI) portal at the following location:
<https://hsin.dhs.gov/ci/sites/exerciseinfo/>
- Request access to the HSIN-CI Exercise page by contacting your Protective Security Advisor.
- If you have a specific situation manual or supporting document you would like to request, you can do so by emailing:

CISA.Exercises@cisa.dhs.gov



Engaging the Right Stakeholders

- Is this exercise for internal planning or broader external coordination?
- Which individuals / departments within your organization would be responsible for implementing emergency plans?
- What partner organizations (both private and public) would you rely on in a crisis?
- Who would you need to keep informed during a crisis?
- Recommendations: protective security advisor, local response and emergency management organizations, business partners.



Designing Your Exercise

- Limit your planning team to key stakeholders only to maintain a small number of decision makers.
- The scenario should drive the discussion to accomplish the exercise objectives.
- For assistance engaging external stakeholders, reach out to your protective security advisor or local emergency manager.
- If you are a key decision-maker, find a facilitator from outside your organization or identify an impartial internal employee to facilitate so that you can participate.
- Scoping should also be based on both the number of participants and time allowed for completion of the exercise.



Facilitation Guidance

- The most important outcome of an exercise is for participants to develop relationships that facilitate stronger community response.
- Identify key questions and discussion points that are most critical for the objectives as a starting point, and let the players fill in the rest.
- Let participants know the discussion questions are provided to help them plan their answers and are not intended to be a test.
- It is more important to generate discussion amongst players than to make sure every question in the situation manual is answered.



Facilitation Guidance (cont.)

- A separate note taker should be used to capture the key points, outcomes, and high-level items that the discussion produces.



Virtual Exercises

- Virtual exercises can be designed, developed, planned and conducted on a variety of platforms, including:
 - Microsoft Teams
 - HSIN – Adobe Connect
 - Any platform preference stakeholders have.
- Stakeholders can also develop their own virtual exercises using the CTEP as a foundation.
- The Exercise Planner Handbook provides guidance for conducting virtual exercises.



Discussion

- Have you or your organization requested and / or received exercise support from CISA Exercises?



Supply Chain Winter Weather TTX Situation Manual



General Information

- The Supply Chain Winter Weather TTX Situation Manual focuses on a supply chain disruption resulting from a winter weather event.
- This Situation Manual is designed for general use by critical infrastructure owners and operators or public sector partners.



Exercise Objectives

- Evaluate how effective current plans, procedures, and agreements are in mitigating and responding to and recovering from impacts from a catastrophic event to the relevant supply chain.
- Identify threats, hazards, vulnerabilities, and consequences for the supply chain.
- Identify critical functions, actions, and timeframes to maintain supply chain continuity due to a catastrophic incident.
- Discuss and validate multidirectional communication processes in accordance with existing supply chain continuity plans and procedures.



Core Capabilities

- Intelligence and Information Sharing
- Planning
- Risk Management for Protection Programs and Activities
- Supply Chain Integrity and Security



Module One

Pre-Incident (Incident – 72 Hours)

- Much of the United States is in the midst of unseasonably frigid temperatures. Daytime temperatures remain near 20 degrees Fahrenheit and nighttime temperatures fall into the single digits as a large arctic air mass persists over the Great Plains, upper Midwest, and Northeast.



Module One (cont.)

Pre-Incident (Incident – 24 Hours)

- The National Weather Service (NWS) issues a “Winter Storm Watch.”
- Local temperature differences could also cause some areas to have heavy snow, with accumulation upwards of 20–24 inches, while other areas may have freezing rain, with the potential of ice accumulations.
- Major regional airports, working in conjunction with the Federal Aviation Administration (FAA), will most likely issue ground stops to all inbound and outbound aircraft until the storm passes.



Module One: Discussion

Discussion for the first module focuses on:

- Current supply chain risk mitigation plans and procedures
- Pre-incident preparedness and information sharing protocols

Sample Questions (see complete list in SitMan):

- What plans and procedures does your organization have to effectively prepare for a potential disruption to your supply chain?
- What is the critical path of your organization's supply chain logistical system?
- How do you obtain information concerning these potentially impacted pathways?



Module Two

Incident

- NWS issues a “Winter Storm Warning” for the Great Plains, upper Midwest, and Northeast.
- Surface temperatures remain below freezing and ice accumulates on road surfaces, phone lines, power lines, and tree branches. Roads and highways quickly become hazardous.
- Work crews from the local Departments of Public Works struggle to deal with the accumulating ice on roadways.



Module Two (cont.)

Incident

- Due to severe weather conditions, airports are closed.
- Open sources also report cargo and passenger rail service has been canceled or delayed due to accumulating snow and ice, downed power lines, and heavy tree branches on the tracks.
- Major interstates running are closed.
- Numerous power lines are snapping under the weight of the ice.
- Governors across the region issue state of emergency declarations and institute travel restrictions in all impacted counties.



Module Two: Discussion

Discussion in the second module focuses on:

- Incident response

Sample Questions (see complete list in SitMan):

- Does your organization have a process to communicate with employees who will be affected by the impact to your supply chain including warehouse employees, factory line workers, etc.?
- What alternative transport methods are you using in your supply chain flow plan as a result of this severe weather event?
- Has your organization collaborated with supply chain stakeholders to develop contingency plans and processes to maintain the safety and security of all personnel, cargo, and equipment during a severe weather event?



Module Three

Post-Incident (Event + 24 hours)

- FEMA announced that the President signed a Disaster Declaration for the areas impacted by the severe winter storm.
- The President's action makes federal funding available to state and eligible local governments, and certain private nonprofit organizations, on a cost-sharing basis, for emergency work and the repair or replacement of facilities damaged by the severe storm. Furthermore, federal assistance can include low-cost loans to cover uninsured property losses, and other programs to help individuals and business owners recover from the effects of the disaster.



Module Three (cont.)

Post-Incident (Event + 24 hours)

- The storm has passed, but poor road conditions persist throughout the region. Impacted transportation systems are crippled. Roads, airports, and railways are at a standstill. Downed power lines, tree limbs, and ice continue to hinder emergency management operations.
- State of emergency declarations remain in effect and power throughout the region still has not been restored.



Module Three: Discussion

Discussion in the third module focuses on:

- Economic recovery
- Business continuity

Sample Questions (see complete list in SitMan):

- How would your organization return to normal operations?
- Would your organization utilize alternative transport modes to regain normal operations?
- How are contracts with clients and suppliers prioritized for fulfillment during a disruption to the supply chain?
- Would your organization modify its supply chain continuity plans and procedures following such an incident?



Resources

- CISA CTEP website:
<https://www.cisa.gov/cisa-tabletop-exercises-packages>



Open Discussion

- What offerings would you be most interested in seeing?
- Any questions?
- Exercise Training Resources:
 - FEMA Independent Study Courses, including:
 - IS-120.c: An Introduction to Exercises
 - IS-139.a: Exercise Design and Development
 - Homeland Security Exercise and Evaluation Program





For more information:
[cisa.gov](https://www.cisa.gov)

Questions?
Email: CISA.Exercises@cisa.dhs.gov

