



IT Security



Supply Chain



OT Security



Insider Threat



Physical Security



Interoperable Communications

COVID-19 RECOVERY CISA TABLETOP EXERCISE PACKAGE



DEFEND TODAY,
SECURE TOMORROW

09 JUNE 2020

OVERVIEW

The COVID-19 Recovery CISA Tabletop Exercise Package (CTEP) was developed to assist private sector stakeholders and critical infrastructure owners and operators across all sectors in assessing short-term, intermediate, and long-term recovery and business continuity plans and addressing key questions related to organizational recovery from the COVID-19 Pandemic. The CTEP provides these organizations the opportunity to discuss how ongoing recovery efforts are impacted by concurrent response operations to a potential “second wave” of global pandemic infections.

The Department of Health and Human Services (HHS), Federal Emergency Management Agency (FEMA), Small Business Administration (SBA), the six Department of Homeland Security’s Sector-Specific Agencies (SSAs), along with other Federal Departments and Agencies have all provided input into the COVID-19 Recovery CTEP to ensure a realistic scenario and relevant discussion questions. This CTEP was built with essential workers in mind, using [CISA’s Guidance on Essential Critical Infrastructure Workers](#) as a resource to inform discussion priorities. The CTEP has been approved for distribution by the White House Coronavirus Task Force.

The exercise objectives of the COVID-19 Recovery CTEP are as follows:

1. Examine organizational recovery plans and the coordination of recovery operations across stakeholder groups.
2. Discuss plans, policies, and procedures for continuity of operations and business continuity.
3. Review organizational interdependencies with all critical infrastructure sectors, as defined in the National Infrastructure Protection Plan (NIPP).
4. Assess procedures for information sharing, including internal communications, coordination between public and private sector partners, and public messaging.
5. Identify organizational risk factors and assess thresholds related to risk tolerance.

The COVID-19 Recovery CTEP provides exercise planners with tools, scenarios, question sets, and guidance in developing an interactive discussion-based tabletop exercise for their communities of interest and any specific areas of concern for critical infrastructure owners and operators as it relates to recovery efforts from COVID-19.

This CTEP provides the opportunity for private sector stakeholders to foster relationships with local, state, and federal entities that may assist in recovery and reconstitution efforts. It also allows these stakeholders to clarify strategies related to management of workforce, supply chain, and business operations at various phases of recovery, and to discuss efforts toward organizational stabilization in anticipation of the “new normal”.

In addition, the COVID-19 Recovery CTEP enables the development of after-action reports that support mitigating risks from the pandemic while increasing the resilience of critical infrastructure.

COVID-19 EXERCISE RESOURCES

FEMA has concurrently developed an [Exercise Starter Kit](#) with sample documents that can be used to design, plan, and conduct workshops to develop and/or review reconstitution procedures that navigate the complexities of returning to full operations during the COVID-19 pandemic. The Exercise Starter Kit includes a facilitator guide and sample slides that are designed to be adapted and customized for stakeholder needs. Suggested discussion questions for the workshop

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build upon reconstitution planning principles and White House [Guidelines for Opening Up America Again](#). Stakeholders may use the FEMA [Exercise Starter Kit on Reconstituting Operations](#) to conduct a planning workshop, and then use the COVID-19 Recovery CTEP to conduct a recovery-focused tabletop exercise as they are complementary products.

In addition, the Office of the Assistant Secretary for Preparedness and Response (ASPR) within HHS has created a [Pandemic Response Tabletop Exercise](#) intended to test private sector response and crisis communication plans, as well as business continuity plans, to an ongoing global pandemic.

CTEP OVERVIEW, OFFERINGS, AND BACKGROUND

CTEPs are designed to assist critical infrastructure owners and operators in developing their own tabletop exercises to meet the specific needs of their facilities and stakeholders. CTEPs allow users to leverage over 65 pre-built exercise templates and vetted scenarios to build tabletop exercises to assess, develop, and update information sharing processes, emergency plans, programs, policies, and procedures.

CTEP materials provide model exercise support and documentation that can be refined and customized to exercise and evaluate specific areas of concern for critical infrastructure owners and operators. CTEPs include over 65 sample situation manuals addressing a variety of critical infrastructure sectors, threat vectors, and scenarios. These situation manuals are ready-made documents that can be used as templates and deployed with minor editing or combined to create customized documents.

RESOURCE ACCESS

All CTEP situation manual templates are available on the CISA Exercises portal on the Homeland Security Information Network–Critical Infrastructure (HSIN-CI). They are currently available by sector. Planned updates to the portal will expand the ways to access CTEP content for users across the spectrum of exercise experience. Access to HSIN-CI is available for qualified critical infrastructure sector owners and operators. If you currently do not have a HSIN-CI account and wish to gain access, please email your name, employer, work email address, and associated sector to HSINCI@hq.dhs.gov.

Should you have any questions regarding the COVID-19 Recovery CTEP or the CTEP Program, please contact CISA Exercises at CISA.Exercises@cisa.dhs.gov.