[Insert Title]
Tabletop Exercise (TTX)

EXERCISE BRIEFING
[INSERT SCENARIO]

[DATE]

[Insert Picture Here]

Photo courtesy of [Insert Source Here]

Welcome and Overview

[Name]

[Title (e.g., Exercise Director or Lead Planner)]

[Organization]

Operations Security (OPSEC)

- Please be aware of the management of the information and documents you obtain today.
- Be aware of public conversations and do not release any of the information discussed today to media sources (e.g., internet)
- This briefing contains exercise, operational, and potentially business sensitive material which, while not classified, should be safeguarded as appropriate.

Agenda

Time	Activity
[07:45 – 08:30 AM]	Registration
[08:30 – 08:45 AM]	Welcome and Participant Briefing
[08:45 – 09:45 AM]	Module One: [Insert Title]
[09:45 – 09:55 AM]	*BREAK*
[09:55 – 10:55 AM]	Module Two: [Insert Title]
[10:55 – 11:05 AM]	*BREAK*
[11:05 – 12:05 PM]	Module Three: [Insert Title]
[12:05 – 12:30 PM]	Hot Wash
[12:30 PM]	End Exercise

Exercise Overview

- Exercise scope: [Insert exercise type, duration, location(s), and parameters from the Situation Manual]
- Mission area(s): Prevention, Protection, Mitigation, Response, and Recovery [Select Mission Areas identified in the Situation Manual]

Exercise Objectives

1. [Insert Objectives from Situation Manual.]

Core Capabilities

- Planning
- Intelligence and Information Sharing
- Public Information and Warning
- Risk Management for Protection Programs and Activities
- Public Information and Warning
- [Update Core Capabilities to reflect those included in the Situation Manual.]

Exercise Roles

- **Players** are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency. They respond to the situation presented based on current plans, policies, and procedures.
- **Observers** do not directly participate in the exercise; however they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.

Exercise Roles (cont.)

- **Facilitators** provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
- **Data Collectors** observe and record the discussions during the exercise, participate in data analysis, and assist with drafting the After-Action Report (AAR).

Exercise Structure

Module One – [Insert Title]

Module Two – [Insert Title]

Module Three – [Insert Title]

- Each module will begin with an update summary of key scenario events.
- Participants will then engage in issue-based discussions.
- The facilitator will manage time allotted for each discussion period.
- The exercise will conclude with a participant Hot Wash.

Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Participants should expect varying viewpoints, even disagreements.
- Respond to the scenario using your knowledge of current plans and capabilities and insights derived from your understanding of plans, policies, and procedures.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommendations that could improve response and recovery efforts. Exercise participants will benefit most when they focus on problem solving efforts.

Assumptions & Artificialities

- The adversary and events are fictional and do not reflect actual intelligence.
- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated, not the participants.
- The exercise scenario is plausible, and events occur as they are presented.
- There are neither “hidden agendas” nor any “trick questions.”
- All players receive information at the same time.

Module One – [Title]

Module One

[Insert Title]

Module One

Date: [Insert]

- [Insert key scenario points from the Situation Manual.]

Module One: Discussion Questions

1. [Insert all primary questions from the Situation Manual.]
   a. [Insert any key sub-questions from the Situation Manual.]

Break

BREAK

Module Two – [Title]

Module Two

[Insert Title]

Module Two

Date: [Insert]

- [Insert key scenario points from the Situation Manual.]

Module Two: Discussion Questions

1. [Insert all primary questions from the Situation Manual.]
   a. [Insert any key sub-questions from the Situation Manual.]

Break 2

BREAK

Module Three
[Insert Title]

Module Three

Date: [Insert]

- [Insert key scenario points from the Situation Manual.]

Module Three: Discussion Questions

1. [Insert all primary questions from the Situation Manual.]
   a. [Insert any key sub-questions from the Situation Manual.]

Hot Wash

- Strengths
- Areas for Improvement

Closing Comments

- [Name]
- [Title (e.g., Exercise Director or Lead Planner)]
- [Organization]

[Leave blank or include the above if you have a closing speaker]

Points of Contact

For questions about the CISA Tabletop Exercise Package (CTEP) or recommendations for improvement, please contact the U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency, via email at ISEB@cisa.dhs.gov.

[INSERT YOUR CONTACT INFORMATION IF DESIRED]

END PRESENTATION