



Dear Colleague:

The Cybersecurity and Infrastructure Security Agency (CISA) is pleased to present the CISA Tabletop Exercise Package (CTEP), an unclassified, adaptable, discussion-based exercise resource.

The purpose of this CTEP is to provide critical infrastructure stakeholders and their public safety partners resources to identify and address areas for improvement, threats, issues, and concerns affecting the sixteen critical infrastructure sectors identified in Presidential Policy Directive 21 (PPD-21) and outlined in the National Infrastructure Protection Plan (NIPP). This CTEP gives participants the opportunity to gain understanding of the issues they may face during and after an incident, and the coordination necessary with other entities, both private and public, regarding a potential threat or hazard impacting their organization.

This program was created to enable participants to discuss the vital issues impacting critical infrastructure owners and operators. Each scenario is based on notional, but realistic, threats and hazards, and while these scenarios are designed to be plausible, stakeholders are encouraged to customize available situation manuals to meet the specific needs of their facilities and organizations.

CTEPs focus on the organization's coordination with Federal, State, local, tribal, and territorial governments following an incident. The intent is to improve information sharing, response, and recovery capabilities within the collective decision-making process. They are designed to be an open, thought-provoking exchange of ideas to enhance existing knowledge of policies and procedures within the framework of incident management. They are not a test of detailed response procedures, but rather emphasize coordination, issue identification, and resolution following an incident.

Enclosed you will find instructions and templates to help you conduct an exercise compliant with Homeland Security Exercise and Evaluation Program (HSEEP) guidance, including:

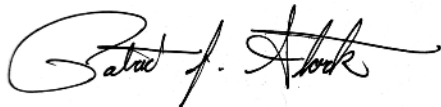
- **Welcome Letter** – An official letter that describes the purpose of the CTEP, its content, and its available resources.
- **Program Fact Sheet** – A fact sheet that provides a detailed list of the scenarios and situation manuals available to stakeholders through the CTEP.
- **Exercise Planner Handbook** – A guide for the exercise planner. This document provides step-by-step instructions on how to plan, develop, and execute the tabletop exercise.
- **Facilitator & Evaluator Handbook** – A guide for facilitators, evaluators, and data collectors. This document provides instructions for capturing strengths, areas for improvement, and recommendations identified during the exercise for inclusion in the After-Action Report / Improvement Plan (AAR / IP).
- **Invitation Letter Template** – A template of an official invitation letter that is sent to exercise participants (players and observers).

- **Exercise Brief Slide Deck Template** – A template of a PowerPoint Presentation used in conjunction with the Situation Manual that the exercise facilitator uses to guide players through scenario modules and discussion questions.
- **Participant Feedback Form** – A form that is mainly used to gather recommendations and key outcomes from the exercise as well as feedback on the exercise design and conduct from the players.
- **Exercise Planner Feedback Form** – A feedback form used by the exercise planners and the facilitator to consolidate players’ feedback on exercise improvement.
- **After-Action Report / Improvement Plan Template** – A template to aid exercise planners, evaluators, and data collectors in developing an HSEEP-compliant AAR / IP.

If you have questions about a specific scenario, recommendations for improvement, or are interested in more information on available CTEP products, please contact CISA.Exercises@cisa.dhs.gov.

We appreciate your interest in CTEP and thank you for working to maintain the preparedness and resilience of our nation’s critical infrastructure.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick J. Starke". The signature is fluid and cursive, with a large initial "P" and "S".

Patrick J. Starke
Associate Director (Acting) for CISA Exercises