

KC RICE / SLICE '14 MASTER SCENARIO EVENTS LIST (MSEL)

Inject	Time	To	Delivery Method	Message	Action	Prompt	Element
-----	<p>Real time: Tue, July 29, 1400 (CDT)</p> <p>Scenario time: Tue, July 29, 1400 (CDT)</p>	Agency leadership, ERG, and non-ERG staff	FEB ENS	<p style="text-align: center;">EXERCISE EXERCISE EXERCISE</p> <p>PRE-EXERCISE MESSAGE/MESSAGE – At 1330 (CDT) on 29 July 2014, the Dept. of Homeland Security (DHS) issued a National Terrorism Advisory System (NTAS) Elevated Threat Alert for Kansas City and St. Louis for potential terrorist strikes. Expected targets are government buildings and critical utility infrastructure facilities (water, power distribution, bridges, etc.). DHS recommends agencies implement their Continuity plans. Agencies should also implement plans and procedures to spread out operations and reduce community profiles. It is recommended that agency field offices in Kansas City and St. Louis implement telework. Based on current information this alert will expire at 1300 (CDT) on Thur., 31 July 2014.</p>	<p>Initiate alert and notification procedures.</p> <p>Kansas City and St. Louis FEBs will use their ENS systems to send out this pre-exercise alert message to participating agencies.</p>	<p>What is the protocol for accountability?</p> <p>Who is responsible? How does your organization determine if the primary facility is safe to occupy?</p> <p>How is staff notified the Plan has been activated?</p> <p>What backup notification methods are in place? What message is delivered to staff?</p>	Continuity Communications Accountability Alert and Notification

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STARTEX/Major Event 1 – 0800 – Wed, July 30, 2014
Scenario date/time: 0800 – Wed, July 30, 2014

Inject	Time	To	Delivery Method	Message	Action	Prompt	Element
STARTEX - 0800							
Major Event 1	0800	Agency leadership, ERG, and non-ERG staff	Email	<p style="text-align: center; color: red;">EXERCISE EXERCISE EXERCISE</p> <p>Local news in Kansas City and St. Louis reports that downtown police stations were peppered with automatic weapons fire early this morning. The Kansas City Fire Dept. is responding to a major fire at City Hall and reports are coming in that some sort of rocket was fired at the St. Louis City Hall, causing a major fire. Power is out in downtown Kansas City and St. Louis due to explosions at electrical service stations. News reports are saying areas firms in Kansas City and St. Louis are experiencing cyber attacks from foreign sources causing major disruptions.</p> <p>National news outlets are reporting that several large explosions have been reported</p>		<p>Will you notify your HQ of this activity?</p> <p>What force protection measures will your security undertake at your Continuity Facility location?</p>	Continuity Communications Accountability Alert and Notification

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			<p>at Federal buildings in Kansas City and St. Louis. Many were vacant at the time due to relocation measures undertaken due to the NTAS Alert issued on Tue.</p> <p>Your primary facility was among those damaged by an explosion and initial reports are that a truck bomb went off near your building's loading dock, collapsing the wall and collapsing floors in that area of the building. Due to Continuity plan activation measures taken the day before none of your staff were in the building at the time.</p> <p>Local Police report that they are looking for 10 man squads in both Kansas City and St. Louis. Police report that they are erecting a series of checkpoints across both Kansas City and St. Louis.</p>			
1.1	0805	LC: Give your team this inject via telephone	<p>Headquarters calls. They want to know if your ERG people showed up on schedule. Were there any issues connected to them showing up? Are you missing anyone?</p>		<p>Which MEFs are degraded?</p> <p>Which ones can't you perform?</p> <p>Do you have a procedure in</p>	Essential Functions

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						place to contact local police to permit access?	
1.2	0815		LC: By phone	Security at the alternate Continuity Facility called to state that an individual claiming to be a staff member just arrived. S/he has no identification with them. Security officials ask if you have an access roster they can use to verify who should get in.			
1.3	0820		Various	Headquarters requests you run a communications check of all devices to be complete NLT 1000 (CDT). Communication devices are include but are not limited to Blackberries, cell phones and the text message option, satellite phones, STEs. Report back the results of the check to your Lead Controller.		Did your ERG staff bring all issued communications equipment for this test? Is that something they would normally do in a COOP situation?	
1.4	0835		Various	AGENCY-SPECIFIC INJECT HERE			
1.5	0845		LC: Text message or phone	HQ calls. Due to the emergency they want you to ensure that telework has been implemented as much as possible to reduce the agency's profile also lowers risk to employees. Please forward a report about		Did you activate telework as another option for COOP? Are any of your	

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				<p>your compliance with this directive. Then test your ability to communicate with each and every telework person. Ensure you can communicate with telework staff by phone and email.</p>		<p>ERG teleworking as part of your plan?</p> <p>What about the rest of your agency employees?</p>	
1.6	0900		Various	<p>Various entities across Missouri are reporting that they are victims of a large denial of service attacks. Their web-based systems are flooded with things to such a degree normal business can't function. It is taking operators five times as much effort to do the simplest of tasks.</p> <p>Your ERG, both at the Continuity Facility and those teleworking, are reporting the network is noticeably slow and that agency web-based tools are slow or not accessible.</p> <p>Note to Lead Controllers: Inform staff that to simulate this emails will not be acted on for 10 min. after received to simulate a slowdown of the email servers or turn off access to a key system for 20 min.</p>		<p>Does this qualify as a cyber incident?</p> <p>What are your required reporting actions?</p> <p>Do you have work arounds in place?</p>	

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1.7	0910		Various	Somehow the press has found your Continuity Facility's location and they have now set up cameras and live trucks across the street and start shooting video of people coming and going from your Facility. They catch a few people asking for comment. Headquarters sees this on Fox and CNN. They want to know what you are going to do about this situation.		What message will you give the media? What have your employees been told to do in this type of situation?	
1.8	0920		Various	AGENCY-SPECIFIC INJECT HERE			

Major Event 2 – 0930 – Wed, July 30, 2014
Scenario date/time: 0930, Aug. 12, 2014 (T+14)

Inject	Time	To	Delivery Method	Message	Action	Prompt	Element
Major Event 2	Scenario Time: Aug 12 0930	Agency leadership, ERG, and non-ERG staff	Email	EXERCISE EXERCISE EXERCISE Although your building sustained heavy damage from the explosion and subsequent firefighting actions your building owner is reporting the building is repairable and that it will take approximately two months for GSA to find		Has reconstitution planning started? Who will lead this effort? Will you continue to	

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				you replacement space. Your agency now needs to decide whether to continue to operate the ERG from the Continuity Facility and what to do about the remainder of your staff that is teleworking.		work out of your Continuity Facility or move operations to a temporary location?	
2.1	0935		Email	Your leadership would like thoughts on reconstitution options from staff. The extent of the damage seems to indicate your agency will have to take a two-phased approach: (1) Temporary space in which to operate while your primary facility is repaired, and (2) Final repair of the primary facility.		Are you going to bring your entire FT staff into a temporary office space until your primary/permanent facility is available? What have you told staff as well as stakeholders and if relevant the public to update them?	Reconstitution
2.2	0945		Email	Based upon your initial damage assessment, work is going to need to be done to your primary facility before it can		Does your SF-2050 contain the information	Reconstitution Continuity Communications

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			be reoccupied. The facility is going to need to have some major work done to various systems, the roof and walls. Also temporary space is needed while your primary facility is repaired. GSA will need to be contacted. What information will need to be provided to GSA?		you need?	
2.3	1000	Various	Much of your primary facility's equipment and furniture has to be discarded due to damage. It is estimated that you have incurred a 50% damage rate to ALL of your systems and property. These items need to be replaced to resume normal operations.		What is your plan to reconstitute and phase staff back to the primary facility?	Reconstitution Continuity Communications
2.4	1015	Various	Non-ERG members are calling in requesting information. Many are eager to return to work. Leadership would like to know what 'normal' functions can be brought back online in the temporary work space. What do you tell these groups?		How often do you plan to update staff that are teleworking or displaced?	Reconstitution Continuity Communications
2.5	1025	Various	AGENCY-SPECIFIC INJECT HERE			
2.6	1030	Various	Contractors (IT, custodial, security, admin) want to know when they can return to work. Most heard about the storm on TV. Who is responsible for dealing with your contractors?		What are the regulations or policies regarding how contractors are managed	Reconstitution

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						during these types of events?	
2.7	1045	Agency leadership, ERG, and non-ERG staff	Various	Based upon the damage assessment, someone must decide the priority of restoration/reconstitution of essential functions in your primary facility. Who and how are these decisions made at your agency?		What criteria will your agency/office use to set these priorities?	Reconstitution
2.8	1100	Agency leadership, ERG, and non-ERG staff	Various	AGENCY-SPECIFIC INJECT HERE	.		
2.9	1105		Various	At what point do you notify your customers, partner agencies, and stakeholders of your decision to return to “normal” operations?		Who do you have to notify? How will you notify them?	Reconstitution
2.10	1130		Various	Can the staff access essential records? Have the essential records been produced/updated while conducting current continuity operations?			Reconstitution Essential Records
2.11	1145		Various	Do employees have feedback and suggestions regarding ways to improve operations at the continuity facility and the reconstitution process? Does your agency have a process to capture those lessons learned and to incorporate them into your			

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				agency plans and procedures?			
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