

TABLETOP EXERCISE

High Noon: A BCP Tabletop Adventure



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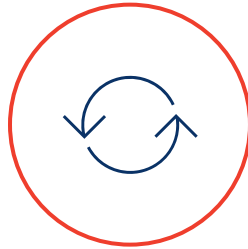
2

TABLETOP EXERCISE GOALS



Identify Gaps

+



Update

=



Validate

KEYS

3

TABLETOP RULES

1

Be creative

2

Respect the game

3

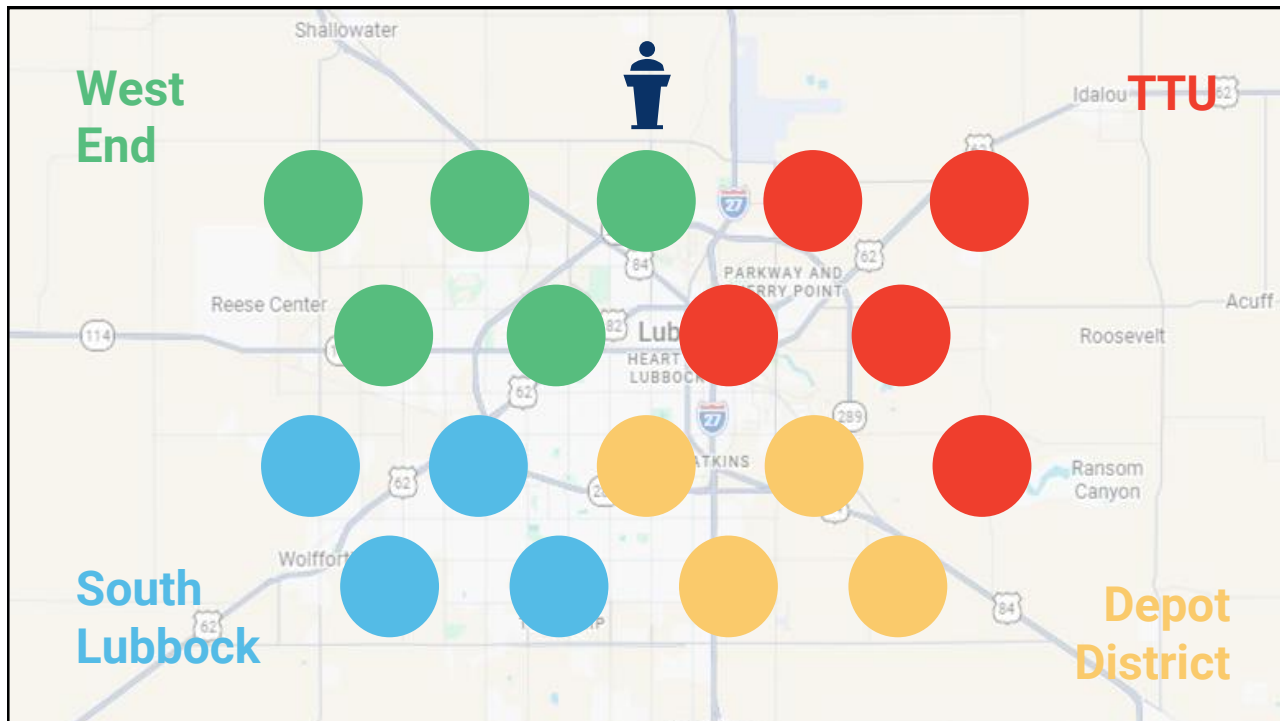
Ask for help if you need it

4

Have fun!

KEYS

4



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TABLE DISCUSSION

Backup Shelter Plan

- Where would employees go for safety?
- How many employees can take shelter there?
- What emergency supplies are available there?
- If you had to evacuate, where would you go?
- What would you need to do to shut down before you leave?
- What would you do if an employee didn't show up?


 **Tandem Tip:** Document this in the BCP Emergency Locations feature.

 **KEYS**

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Backup Communication Plan

- What would you do if you lost internet access?
- Do you have redundant internet connections?
- How would you communicate this with your employees?
- How would your response to this situation change if it affected your main branch vs. other branches?

 **Tandem Tip:** Access the Employee Alerts Tool from your smartphone.



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Backup Power Plan

- How often do you test your backup power?
- What systems or areas can use backup power?
- Would any critical business functions still be disrupted?
- How long can your organization operate on backup power?
- Would you keep branches open during a power outage?

 **Tandem Tip:** Check out the Emergency Power Preparedness Control.



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Crowd Control

- What would you share with customers?
- Do you have visitor verification procedures?
- Are visitors required to be escorted by an employee?
- Would you prohibit access to sensitive areas (e.g., the vault, server room, etc.) during an event like this?

 **Tandem Tip:** Check out the Customer Communication Preparedness Control.



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Backup Personnel Plan

- What roles are required for an event like this?
- How many employees could you operate without?
- Do employees receive cross training for other positions?
- Does your BCP account for continuing branch operations with a limited number of staff?

 **Tandem Tip:** Check out the Cross Training Matrix feature.



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Personal Backup Plan

- Who would you need to communicate with?
- Do you have a personal emergency backup plan?
- Do you have pets, children, or other dependents?
- If so, how would you confirm they are safe?
- Are your emergency contacts properly documented?

 **Tandem Tip:** List Emergency Contacts in the Employee Personal Information tab.



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Public Relations Plan

- Do employees know how to respond to press inquiries?
- Who is authorized to make statements to the media on the organization's behalf?
- What steps could you have taken to get ahead of this situation?

 **Tandem Tip:** See the IM Customer Communication Additional Documentation for Media Press Conference procedures.



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SESSION RECAP

1

What is your backup **shelter** plan?

4

What is your backup **personnel** plan?

2

What is your backup **communication** plan?

5

What is your **personal** backup plan?

3

What is your backup **power** plan?

6

What is your **public relations** plan?



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NEXT STEPS

1

Review your Business Continuity Plan regularly.

2

Plan a tabletop exercise with your team.

3

Use Tandem to manage your BCP easier.



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KEYS

Tandem Business Continuity Plan Software

Sign into Tandem to follow along.

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Fill out the survey to get your sticker!

KEYS

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Thank You!

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