



CAYUSE
COMMERCIAL SERVICES

*A company centered around serving its people and its clients,
while continuing to honor the tradition from which it came.*

Tabletop Exercise Overview



Agenda

Introductions

Cayuse Tabletop Exercise (TTX) Approach

Sample TTX Slides

TTX Report Contents

Open Discussion / Timelines

Next Steps



Cayuse TTX Approach

- Gather TTX requirements
 - Confirm scenario type, date, attendees
 - Receive <COMPANY> documents (Org chart, BC, DR, and IR Plans)
- Set TTX Virtual Meeting (Teams preferred)
- Prepare TTX Scenario (prepare slide specifics)
- Execute TTX (day of)
- Draft Report (with rating and initial recommendations)
- Finalize Report (post-<COMPANY> review)

Sample TTX Slides



**WILDFIRE
BCP Exercise**

<<CLIENT>
Month DD, YYYY

Module I

- ◆ **Day 3** | A small brush fire has been reported outside of [LOCATION]. With the shortage of rainfall in the past month, low vegetation and brush easily begin to catch fire near the origin point.
- ◆ Conditions quickly worsen, exacerbated by dry foliage and erratic wind gusts. The fire spreads to the south and west of the origin point, directly toward town. Winds begin to carry embers over a quarter mile away and the fuel source shifts from vegetation to threatening nearby structures. Fire crews begin road closures and evacuation orders are on standby.



Objectives



Discuss
Plans, policies, procedures, and best practices that guide continuity response actions



Examine
BCP response and notification requirements during a fire-weather related outage incident



Improve
Credit union resources and capabilities available to respond to an outage incident



DISCUSSION

- ◆ Are there records or data stored at the <<CLIENT>> that could be destroyed in a fire? What about services unique to that location?
 - ◆ Safe deposit box rentals?
 - ◆ Vaults / file cabinets?
 - ◆ Which departments are located there?
- ◆ How would team members be reassigned?
- ◆ Where would you direct persons (customers or vendors) to go for accessing services or to make deliveries?



TTX Report Contents

- Table of Content for the Cayuse TTX Report
 - Executive Summary
 - Introduction (what was executed)
 - Exercise Date and Type
 - Recovery Rating (Present which rating <COMPANY> “earns” from the event responses)
 - Methodology
 - Tabletop Exercises (confidential scenario)
 - Assessment
 - Defined Recovery Ratings
 - 1 of 4 ratings (Complete – Effective; Complete – Adequate; Complete – Deficient; Incomplete)
 - BCP Tabletop Scenario, Observations, & Assessment
 - Brief explanation of Scenario
 - Observations from exercise
 - Detailed Assessment of exercise findings
 - Tabletop Exercise Attendees
 - List of Attendees with Position/Title
 - Analysis & Summary of Tabletop Exercise Scenario
 - Resiliency Factors
 - Improvement Opportunities
 - Threats to Recovery
 - Recommendations / After-Action Assessment (RACI Chart)

Discussion & Timeline

- Open Discussion of Cayuse's TTX approach and details
- Sample Timeline
 - Day 1: Initial Tabletop Preparation Meeting
 - Day 2 – Day 16: <COMPANY> Provides Documents
 - Day 17 or 18: TTX Date (proposed)
 - Day 19 – 20: TTX Report Draft for review
 - Day 24: TTX Final Report

Cayuse Hours Expected (16 hours)

1 hour (discuss tabletop approach)

8 hours (receive/review/prep)

2 hours (1 setup / 1 execute)

4 hours (draft from template)

1 hour (update / send)



CAYUSE
COMMERCIAL SERVICES

Thank you!

cayusecommercialservices.com

Our corporate headquarters are located at:

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Steven Bankhead

Senior Managing Director

Steven oversees sales, delivery, and growth for our Cyber Security and Operational Resilience programs. As a subject matter expert, he provides our clients with top-quality Crisis Management, Business Continuity, and Disaster Recovery services.

Professional History

- Operations Resiliency Advisory – Associated Universities
- Associate/Principal Director – Global Management Consultant Company
- Vice President, IT and Customer Support - NetBoltz
- CIO, EMEA/Director, Worldwide IT Operations – Tivoli/IBM

Education

- Bachelor of Science (Physics) - Midwestern State University

Industry Experience

- Financial Services & Banking • State & Local Public Services • Healthcare • Energy • Federal Public Sector • Technology Services • Communications & Technology

Major Contributions

- Data Center Operations, Design & Build • Identity & Access Management • IT Asset Management • Business Continuity • Disaster Recovery • IT Operations • Cyber Resilience • Security Operations • Software Development, Testing, & Quality Assurance



Steven has a history of delivering business technology solutions on time, in budget, and with high customer satisfaction. His broad senior level knowledge and cross industry executive experience spans project delivery, IT infrastructure, and software development.

L. Craig Foster

Operational Resilience Advisor

Craig is a seasoned project management professional with over 25 years of experience delivering complex resilience solutions across diverse industries. His expertise spans strategic and operational levels, enabling him to engage effectively with board members, executives, senior management, and tactical teams. Craig specializes in delivering projects on time and within budget while aligning with business requirements and driving operational resilience.

Professional History

- Credit Union Support US Ship Building Co.
- Major North America Retail Co.
- US Financial Institution:
- Major Pharma Maintenance Co.
- Major Automotive IT Group
- Mid-stream Resources Co.
- Primetime Streaming Services

Industry Experience

- Financial Services & Banking • Healthcare & Hospitals • Public Sector (Federal, State and Local) • Utilities • Communications & Technology • Heavy Manufacturing
- Oil and Gas • BioPharma • Retail & Products

Major Contributions

- Business Continuity (BC) • Disaster Recovery (DR) • Crisis Management (CM)
- Cyber-Resilience • Emergency Response • Data Integrity & Loss Prevention • Backup & Replication Technologies



Craig's leadership and planning capabilities have consistently helped organizations strengthen their resilience posture through validated strategies, structured testing, and continuous improvement.