Sample Tabletop Exercise: Power Outage

Conducted by: _____   Exercise date: _____   Next exercise date: _____

1) **It's 9 a.m. on a Wednesday. You're sitting at your desk on the fourth floor of the building when suddenly your computer shuts off and the lights go out.**

   a. Take ten minutes to discuss what you would do in this situation.

2) **Two hours later, the power is still not on. You have not been contacted by the electric company and have no way of knowing how much longer the power is going to be out.**

   a. Discuss what action you will take now.
   b. What risks are associated with this power outage concerning:
       i.   Surges
       ii. Phone systems
       iii. Technology room

3) **Another three hours pass and there is still no update on the outage.**

   a. Discuss whether it is appropriate to send employees home.
   b. Do you activate your business continuity plan?
   c. How are you going to handle customers and vendors?

It is important in these situations to know as much information as possible. Discuss what plan of action you will employ given this situation by agreeing on:

   a. A meeting place
   b. How communication will be handled for employees, customers, vendors, media, etc.
   c. A convenient way to retrieve your business continuity plan, should you need it.
   d. What actions to take in regards to your employees' safety.
   e. How to ensure data is not lost or damaged.

4) **Discuss what you will do in the event that the power is still out three days later.**

Now that the situation has been discussed, consider:

   a. What is missing from the plan?
   b. Were there any new ideas that have not been previously noted but should be implemented?
   c. What realistic solutions would work for this situation?
   d. What did not seem to work well?
   e. How can you, overall, improve this plan?

Everyone participating in this exercise should now write down any questions, concerns or comments about what was discussed for future reference.

Notes: