
Incident Response Planning

The 15 Minute Workgroup Tabletop Exercise

August 2015



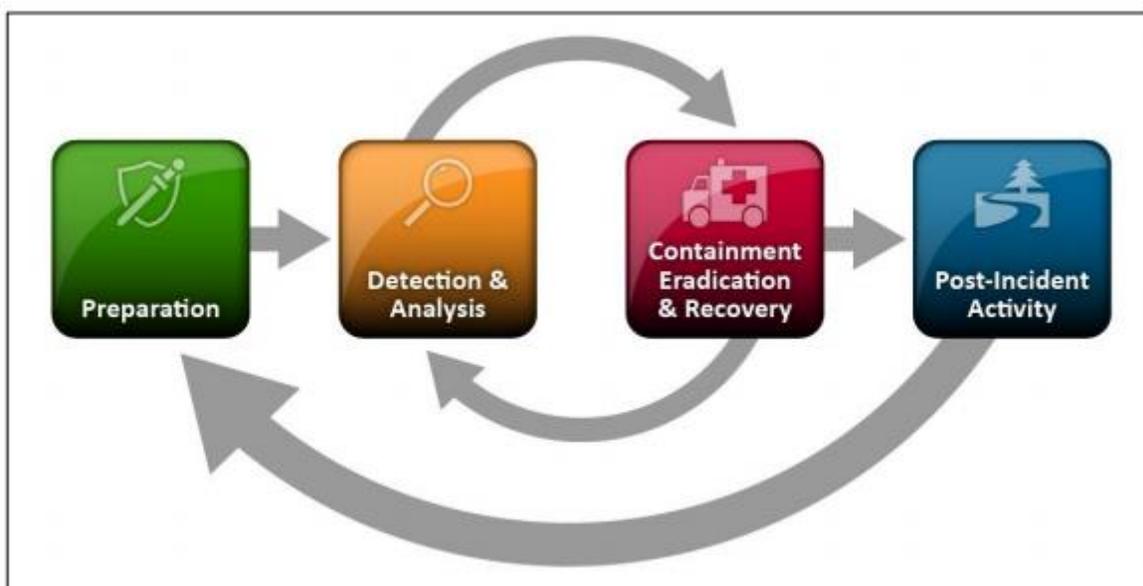
Provided for your use is a 15-minute tabletop exercise template for use in developing education and awareness at your agency. These exercises are brought to you by the State Office of Cyber Security, Security Operations Center (SOC), with a mission of providing centralized information sharing, monitoring, and analysis of Washington State's security posture.

The goal of the tabletop exercise is to increase security situational awareness and to facilitate discussion of incident response in as simple a manner possible; targeting a time range of 15 minutes. The exercises provide an opportunity for management to present realistic scenarios to a workgroup for development of response processes.

How to best use the tabletop exercise:

1. Modify the tabletop scenario as needed to conform to your environment.
2. Engage management.
3. Present scenario to the workgroup.
4. Discuss the process to address the scenario.
5. Document the response and findings for future reference

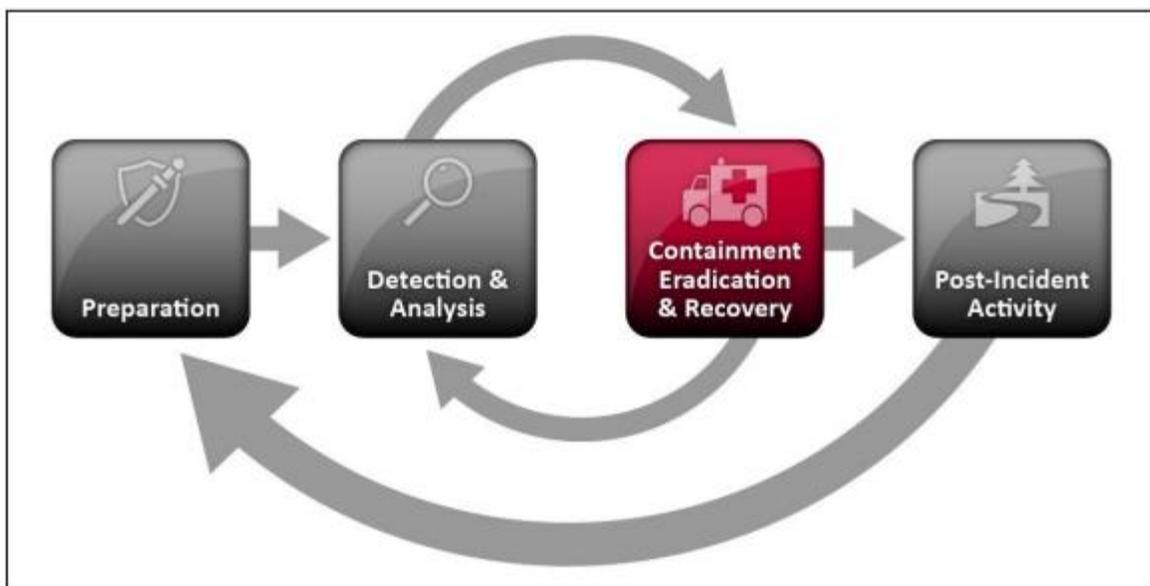
Note: A member of the State Office of Cyber Security, Security Operations Center will be happy to facilitate this exercise with a workgroup from your agency upon request to the WaTech Service Desk at 360-753-2454.



EXERCISE SCENARIO

A number of newly purchased office chairs are missing. Rumor has it that someone has been sneaking into your offices during the night and is taking some office chairs home. While this has been predominately seen as a nuisance, you see this as potentially a larger issue and take the initiative to get some answers!

How do you respond?

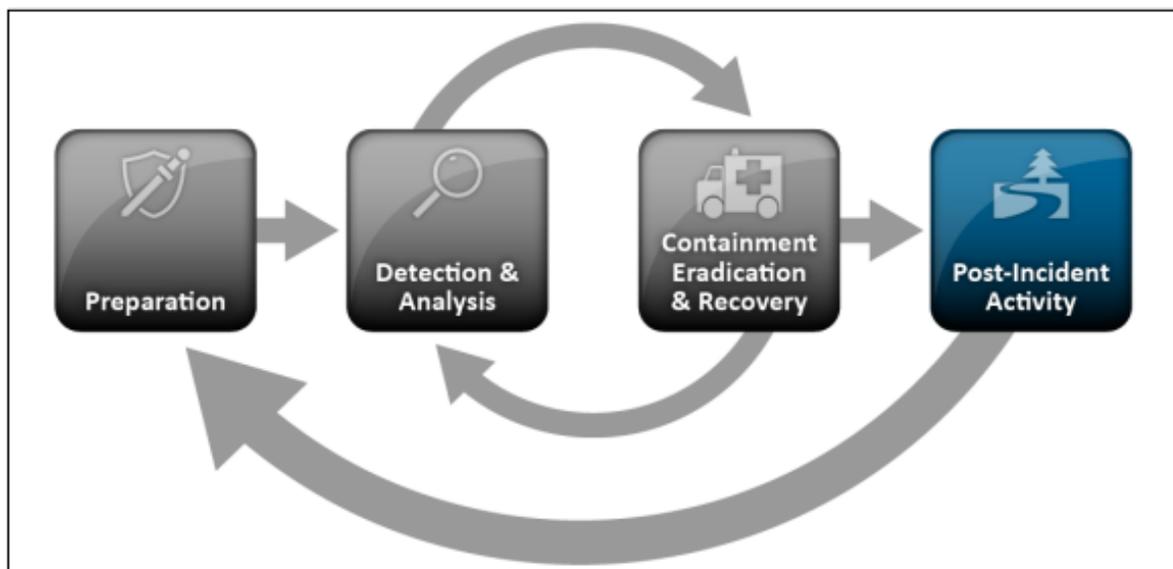


ITEMS TO DISCUSS

- Who is responsible for the physical security of your facilities?
- How is your facility divided between public and sensitive areas?
- What kinds of monitoring do you have of the physical environment?
 - Who has access to these logs?
 - Under what circumstances can they be accessed?
 - How long are they retained?
 - How frequently are they reviewed?
 - Where are the monitoring devices located?
- How are tokens for physical access managed?
 - Who is granted them?
 - When is it granted?
 - How or when is access revoked?
 - How are access tokens tracked?
- Would you report it to Law Enforcement?
- What steps can you take to make sure it didn't happen again?
- What kinds of physical security audits have been audited?

ITEMS TO REPORT

- Did communications flow as expected? If not, why?
- Were processes and procedures followed?
- Were there any surprises?
- How well did the exercise work for your organization?



CONTACT US

The State Office of Cyber Security SOC forms a focal point for the efficient reporting, containment, and recovery of security incidents.

To report a cyber-incident, contact the WaTech Service Desk at (360) 753-2454 / 1-888-241-7597.

For general questions, send us an email at soc@watech.wa.gov.

For more information, visit our site at: <http://www.soc.wa.gov>.

The State Office of Cyber Security, Security Operations Center (SOC) is an active member with the Multi-State Information Sharing and Analysis Center (MS-ISAC) which has been designated by the US Department of Homeland Security (DHS) as the key resource for cyber threat prevention, protection, response and recovery for the nation's state, local, territorial and tribal (SLTT) governments. Through this relationship, the State Office of Cyber Security SOC is able to leverage resources available from MS-ISAC of malware analysis, reverse engineering, log analysis, and forensics analysis in a cyber incident.

The mission of the State Office of Cyber Security SOC is to provide centralized information sharing, monitoring, and analysis of Washington State's security posture. The promotion of cyber security education and awareness to end users is critical to maintenance of a strong security posture of the Washington State network.



SECURITY OPERATIONS