Before the first bell

A 45-minute discussion exercise around one school-day dependency. Fictional scenario data only; this sheet does not authorize live system changes.

District / exercise owner

Date / facilitator

School-day function and the dependency in scope; explicit exclusions

Participants: decision authority and alternate, IT, operations/data owner, communications, and provider

Bring the information needed to decide

Response-plan version and offline location; provider escalation and alternate communications route

Illustrative inject: At 6:30 a.m., access to the student information system fails. Suspicious account activity is under review. The provider has no restoration time. Ask what can continue under approved fallback arrangements, who decides, and which facts are still missing.

45-minute agenda: 5 minutes facts; 10 dependencies; 15 escalation and communications; 10 priority gap; 5 follow-up.

Basis: CISA K-12 Implementation Guide, pp. 30-35. Exercise format is our proposed method.

Make one correction checkable

Record what the discussion established. A tabletop does not prove that backups restore or that an application can resume service.

Known fact / unresolved assumption	Decision, authority, and next review

Highest-consequence gap and the decision it affects

Correction / accountable owner

Due date / reviewer

Expected evidence and restricted storage reference: clarification, updated procedure, or approved test record

Follow-up question, separate authorization if technical, observed result, and remaining limitation

Retest date / result; next action and owner if the correction is incomplete

Possible checks: confirm an alternate message reaches designated contacts; obtain written provider scope; schedule a separately authorized restore test. Use the check that answers the actual gap.

Basis: CISA K-12 Implementation Guide, pp. 31-35. Record actual observations, not assumed success.