

This tool kit is intended to guide Business Continuity plan managers in developing, implementing and evaluating emergency drills and exercises. The toolkit provides essential guidance including templates, checklists, and forms to assist with every stage of the exercise process. Exercises should include criteria that will allow assessment of how well a department business continuity plan performs under the conditions of a specific emergency or disaster. Measures of these criteria will provide the basis for additional planning, training, and evaluation of your department continuity of operations plan.

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## Example Email invite to continuity exercise

We will be running an exercise to see how we would cope during a disruption. This is to see whether the Business Continuity Plan (BCP) and arrangements we have developed will meet our needs.

We will be testing the BCP, NOT individuals. All staff should update themselves on the BCP contents and arrangement, their roles and responsibilities.

The exercise will take place at.....

The exercise will run from..... To.....

Please bring to the exercise.....

This will be a facilitated discussion exercise and an open dialogue forum. Please come prepared to contribute to the continuity discussion.

OR

Dear name/group,

Date: [...]

Time: [...]

Location: [...]

Please find attached a calendar request asking you to attend the business continuity exercise for [Plan X/Process Y.] It's been a year since your last exercise and [Name of Senior Manager] has asked me to ensure this gets in your diaries as soon as possible.

The exercise will last no more than [...] hours. Please could you bring an up-to-date copy of your plan to the exercise.

Please let me know if you have any queries.

## Exercise Set Up Checklist

### Exercise Brief

Plan(s) being rehearsed	
Exercise aim	
Exercise objectives	
Participants / stakeholders	
Nature of exercise	Table Top discussion
Type of Scenario	Loss of / availability of.....

### Obtain copy of plan(s)

Previous issues with this plan	
Last Update	

Potential issues with plan	
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Exercise Logistics

Date / time	
Location / venue	
Duration	
Equipment	
Content creator	
Exercise facilitator	
Exercise scribe(s)	
Exercise observer(s)	
Post-exercise report due	



## Hot Wash & Debrief

- 1. Identify top 3 strengths discovered during this exercise:**
- 2. Identify top 3 areas for improvement discovered during this exercise:**
- 3. What additional planning efforts or needs were discovered during this exercise:**
- 4. What additional community partners should be included in future planning efforts to assist the agency/department/facility in responding to this type of event?**
- 5. What additional training needs have been identified as a result of participating in this exercise and/or needed to respond to this type of event?**

## Post-Exercise Report

### Outline of Exercise

Plan(s) tested	
Exercise Objectives	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4.</li> </ol>
Participants/Stakeholders	
Scenario Type	

### Were the objectives of the exercise met?

Objectives	Findings
1.	
2.	

3.	
4.	

Other Issues

Issue (describe)	Action Generated? (Y/N)

Action List

Action (describe)	Responsible Person (who)	Due by (date)

## Business Continuity Planning Annual Training & Review Schedule

January	Review potential or likely risks and business impact analysis
February	Choose Scenario, prepare, plan & invite staff for business continuity exercise
March	UC Readiness Month: Hold business continuity exercise & update BCP
April	Issue updated BCP
May	
June	
July	
August	
September	Review contact details & update BCP
October	Encourage department participation in the <i>Great Shake Out</i> on 10/17 at 10:17am
November	
December	