1. Types of exercises
The type of exercise you choose will depend on the importance of the area you are testing, bigger exercises give increased assurance; all areas of your plan should be covered.

- **Desktop Check**: Go through your plans and write a report with improvement actions
- **Walk Through**: Physically walk through the processes and procedures recorded in the plan, take action to fix any errors
- **Note**: 50-60% of exercises should be one of the above
- **Call Tree**: Send out a test message to ensure your staff will receive your communications
- **Simulation**: Pose an incident and ask for a theoretical response
- **Limited rehearsal**: Ask a specific business unit to respond to an incident
- **Full exercise**: Put into place the organizations complete BC arrangements

2. Planning
- Assemble a planning group, so you can discuss ideas
- Set objectives and define what you want to achieve from this exercise
- Develop an exercise schedule so you have a plan to follow throughout the year
- Develop an Incident Communication Strategy to be tested in the Exercise
- Hold a participant workshop prior to the exercise to discuss the scenario, scope and assumptions

3. Scenario
- Create emotion by choosing a realistic and relevant scenario, set a time-frame for the exercise and include surprising injects
- Use captivating images in your Presentation to set the scene

4. Learning
- Ensure hard copies of the relevant Business Continuity Plans are available for teams to work through, tick-off actions and note anything that is missing

5. Debrief
Following your exercise hold a “hot-debrief” asking the following questions:
- What was your key learning?
- **Strengths**: What went well?
- **Weaknesses**: What did not go well?
- **Opportunities**: Recommendations for improvement?
- **Threats**: Did you identify any new risks or threats?

6. Report
- Produce a written Report detailing the exercise objectives, details of the scenario, hot-debrief and recommended actions