

## Exercise Cheat-Sheet

### 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