

- a. Announced:
 - i. In an announced test, employees are instructed when testing will occur, what the objectives of the test are, and what the scenario will be for the test.
 - ii. Announced testing is helpful for the initial test of procedures.
 - iii. It gives teams the time to prepare for the test and allows them to practice their skills.
 - iv. Once the team has had an opportunity to run through the procedures, practice, and coordinate their skills, unannounced testing may be used to test the completeness of the procedures and sharpen the team's abilities.
 - b. Unannounced:
 - i. Unannounced testing consists of testing without prior notification.
 - ii. The use of unannounced testing is extremely helpful in preparing a team for emergency response because it focuses on the adequacy of in-place procedures and the readiness of the team.
 - iii. Unannounced testing, combined with closely monitored restrictions, will help to create a simulated scenario that might exist in an actual contingency operation.
 - iv. This more closely measures the teams' ability to function under the pressure and limitations of a disaster.
 - c. Once it has been determined whether a test will be announced or unannounced, the actual objective(s) of the test must be determined.
3. A recommended schedule for testing is as follows:
 - a. Desktop testing on a quarterly basis.
 - b. One structured walk-through per year.
 - c. One integrated business operations/information systems exercise per year.
 - d. Data backups are stored off-site.
 - e. Facility systems may have regular downtime, so this testing may not be required.
 - f. Facility disaster testing and response required every month (fire, flood, earthquake, etc.).
 - g. Generator and backup testing semi-annually.
 4. Address how documentation will be collected and maintained from the practice and drills.

VIOLATIONS: Any individual, found to have violated this policy, may be subject to disciplinary action up to and including termination of employment.

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Attachments: None

Related Policies: None