



Emergency Services Sector Continuity Planning Suite Test, Training, and Exercise Worksheet

Introduction

The following worksheet is derived from the [Continuity Capability Evaluation for the Emergency Services Sector \(CCE\)](#) to assist Emergency Services Sector organizations in evaluating and filling gaps in their continuity capability. For more information, see the Emergency Services Sector Continuity Planning Suite at www.dhs.gov/emergency-services-sector-continuity-planning-suite.

Test, training, and exercise includes the identifying, training, and preparing of personnel capable of performing their continuity responsibilities and implementing procedures to support the continuation of essential functions. The testing, training, and exercising of continuity capability is essential to demonstrating, assessing, and improving an organization's ability to execute its continuity program, plans, and procedures. The testing of an organization's ability to demonstrate continuity capability in the performance of essential functions enables leadership to establish clear goals for the organization. This periodic testing also ensures that resources and procedures are kept in a constant state of readiness. Training familiarizes continuity personnel with their roles and responsibilities in support of the performance of an organization's essential functions during an emergency. Exercises prepare emergency response group (ERG) and devolution emergency response group (DERG) members to respond to all emergencies and disasters and ensure performance of the organization's essential functions. These include interdependencies both internal and external to the organization.

Instructions

As one of 11 elements of continuity capability, test, training, and exercise contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select or write Yes, No, or N/A in each box to represent whether your organization has completed the action described in the practice. Include comments that provide information explaining how the practice is complete or why it is not complete. Tally all selections for the element and record them in the box to the right. For guidance on how to select Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Enter Tallies Here	
Yes	
No	
N/A	

For a continuity plan template, see the [Federal Emergency Management Agency \(FEMA\) Continuity Plan Template and Instructions for Non-Federal Governments](#). For more information on training, see the Knowledge Validation: Testing, Training, and Exercising section of the [ESS-CPS](#). For more information on exercises, see the [Emergency Services Sector-Specific Tabletop Exercise Program \(ES SSTEP\)](#) and the [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#). These resources can support filling gaps in continuity identified in the initial evaluation.

Objective 8.1 Create, execute, and document an effective organization-wide continuity test, training, and exercise (TT&E) program that demonstrates, assesses, and improves an organization’s ability to execute its continuity program, plans, and procedures and perform its essential functions during all emergencies.

Practice 8.1.1 The organization has developed and maintained a continuity TT&E program for conducting and documenting TT&E activities that identifies the components, processes, and requirements for the training and preparedness of personnel needed to support the continuation of the performance of essential functions.

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Practice 8.1.2 As part of its TT&E program, the organization has documented all conducted TT&E events, including documenting the date of the event, those participating in the event, and the results of the event.

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Practice 8.1.3 The organization TT&E program has utilized an all-hazards approach to demonstrate the viability of its continuity plans and programs.

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Practice 8.1.4 Continuity personnel have demonstrated their understanding of and ability to perform assigned roles and responsibilities through participation in their organization’s continuity TT&E program.

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Practice 8.1.5 The organization’s testing program has included and documented the annual testing of alert notification and activation procedures for continuity and devolution personnel and quarterly testing of such procedures for personnel at the organization’s headquarters.

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