



Testing, Training, and Exercise Capabilities Table

Continuity Testing, Training, and Exercise (TT&E) Requirements	Monthly, Quarterly, Annually, or As Required
Test and validate equipment to ensure internal and external interoperability and viability of communications systems	
Test alert, notification and activation procedures for designated all continuity personnel	
Test primary and backup infrastructure systems and services at designated continuity facilities	
Test capabilities to identify and perform essential functions	
Test plans for recovering vital records, critical information systems, services and data	
Test and exercise required physical security capabilities at designated continuity facilities	
Test performance of essential functions internal and external interdependencies	
Train designated continuity personnel on roles and responsibilities	
Conduct continuity awareness briefings or orientation for the entire workforce	
Train organization leadership on the essential functions	
Train all personnel on all reconstitution plans and procedures	
Allow opportunity for designated continuity personnel to demonstrate familiarity with continuity plans and procedures and demonstrate organization's capability to continue essential functions.	
Conduct exercise incorporating deliberate, preplanned movement of continuity personnel to continuity facilities	
Conduct assessment of organization's continuity TT&E programs and continuity plans and programs	
Reports findings of all annual assessments as directed to FEMA	
Conduct successor training for all personnel designated to assume authority and responsibility within the organization in the event of organization leader are unavailable	

This job aid is a component of the free, on-demand CDC training course "Laboratory Continuity of Operations." Find the course at <https://www.cdc.gov/labtraining>.