Testing, Training, and Exercise Capabilities Table

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| **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://reach.cdc.gov/training>.

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