

# Pre Emergency Exercise List (PEEL) Checklist

The Pre Emergency Exercise List, or PEEL, checklist is designed to guide parties involved with the planning of an emergency exercise to test the key components of contingency plans and response and recovery efforts.

## PEEL Check List:

### 1. Preplanning

- Are the existing business continuity plans for the businesses available?
- Are business continuity strategies available for use during the exercise?
- Are recovery time objectives documented?
- Are the alternative recovery locations documented? Are they available for use during the exercise if required?
- Are the roles and responsibilities defined beforehand for employees and responders?
- Have code words be arranged so as to ensure everyone involved is aware that they are part of the exercise & not a real incident?
- Are the documented plans, procedures or call lists up-to-date?
- Have vital records been backed-up and stored offsite ready for the exercise?
- Does any training or awareness activities need to take place prior to the event?
- Has the venue where the exercise is being run been setup to receive the people involved in the exercise?
- Are the workstations to used setup ready for occupation e.g. pens, paper etc.?

### 2. Scenario

- The scenario should be realistic to ensure that participants will take the exercise seriously.
- This should include day, date and time, and nature of incident.
- Weather conditions including wind speed and direction might need to be included.
- Also traffic conditions and people involved.
- It can be run in real time or in time-lapse.
- The person running the exercises decision is final.

### **3. On Arrival at Exercise Location**

- ❑ Security for participants needs to be arranged.
- ❑ Start and finish times need to be communicated to all participants.
- ❑ All exercise issues should be done via a single individual that should be identified to everybody prior to the start of the exercise.
- ❑ Each workstation should have pen, paper and exercise details and a feedback form.

### **4. Things to consider during the Exercise**

- ❑ The people facilitating the test should clearly be identifiable to all the testers.
- ❑ Remember to regularly check during the exercise to make sure that the test is going according to plan.
- ❑ Check prior to the test that team members understand their roles and responsibilities.
- ❑ Remember to monitor the interaction between the various other recovery teams.
- ❑ Make sure the test environment has flipcharts available for testers to list out any issues.

### **5. Employee Assistance**

- ❑ Consider the needs of employees.
- ❑ How did employees communicate requests for assistance?
- ❑ Examine how to prioritize the testers demands.
- ❑ Consider what preparatory work, if any, can be done to supply staff with essentials in the event of another serious event.

### **6. Business Impact and Recovery**

- ❑ Define what business functions that have to be recovered for the test. Who made this decision?
- ❑ Make sure the business managers assess the overall impact the event will have on their business. Considering the key issues and what the short and long term results to the business will be.
- ❑ Pre-define the recovery time objectives prior to the test.

### **7. Facility Restoration**

- ❑ Do outside vendors specializing in restoration need to be involved in the recovery process?
- ❑ Information from relevant utility companies, such as water and power, need to be considered.

## 8. **Customers**

- ❑ What assistance was provided to our customers, financial and personal?
- ❑ Consider what if any communication should go out customers.
- ❑ Consider any special requests from customers outside of the norm.

## 9. **Communications**

- ❑ Consider what phones need to be diverted.
- ❑ If phone service unavailable, what forms of communication should be used?
- ❑ Did communications flow between employees and management?

## 10. **Corporate Wide Assistance**

- ❑ Is corporate wide assistance required for the test?
- ❑ If so have the necessary people be engaged prior to the test?

<b><u>DESKTOP EXERCISE REPORT</u></b>

***Desktop Exercise Report***

<b>Attendees (Command Team):</b>	<b>Facilitator:</b>
	<b>Observer(s):</b>
	<b>Held at:</b>
<b>Summary:</b>	
<i>Summary of the Key points:</i>	
<b>Issues</b>	
<b>Recommendations</b>	