

## BCP Exercise Report

|                           |  |
|---------------------------|--|
| Faculty/Department/School |  |
| Section/Sub-section       |  |

| <b>Exercise Information</b> |  |                                    |  |
|-----------------------------|--|------------------------------------|--|
| Objective(s)                | <i>The primary purpose of this exercise is to [insert description] and will focus on assessing the following:</i><br>1. <i>[List exercise objective]</i><br>2. <i>[List exercise objective]</i><br>3. <i>[List exercise objective]</i> |                                    |  |
| Type of Exercise            | <input type="checkbox"/> Table Top <input type="checkbox"/> Practical  |                                    |  |
| Scope                       |  |                                    |  |
| Scenario                    | <i>[Insert a description of the exercise scenario, as well as potential impacts of the scenario]</i>   |                                    |  |
| Success criteria            | <i>[Success criteria should be specific, measurable, achievable]</i>   |                                    |  |
| Participants                | <i>[List all participants involved and each participant's role in the exercise]</i>  |                                    |  |
| <b>Conduct of Exercise</b>  |  |                                    |  |
| Date                        | DD/MM/YYYY   | Time of Exercise (Start) and (End) |  |
| Location                    |  |                                    |  |

| <b>Exercise Results</b>  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Satisfactory  |  | <input type="checkbox"/> Not Satisfactory |  |
| Remarks:<br><i>[Indicate lesson learned, observations from the BCP exercise]</i> |  |   |  |
| <b>Areas of Improvement</b>  |  | <b>Actions to be taken</b>                | <b>Actions to be completed by (DD/MM/YYYY)</b> |
| 1  |  |   |  |
| 2  |  |   |  |
| 3  |  |   |  |

**Appendix:**

*[Insert pictures of exercise performed, if any]*

|                     |                     |
|---------------------|---------------------|
| <b>Prepared By:</b> | <b>Approved By:</b> |
| <b>Date:</b>        | <b>Date:</b>        |