# **Incident response / business continuity exercise request form**

Thank you for requesting an exercise. This form captures essential information to help the Insurance, Audit and Risk Team develop an appropriate format and scenario.

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| Which plan or incident response procedure do you want to exercise? |
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| Why do you want to carry out the exercise?  This will become the overarching exercise aim. |
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| What outcomes do you want from the exercise?  These will be used to develop the specific exercise objectives. |
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| Is there a scenario you would like to focus on? |
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| Is there any relevant background information?  Has there been an incident, change in personnel, heightened risk assessment, etc? |
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| When would you like the exercise to take place?  This is subject to agreement by the Insurance, Audit and Risk Team – we may have other exercises scheduled. |
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| Are there any dates or times of day to avoid? |
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| Who should take part in the exercise?  Think about key internal stakeholders and any external parties |
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| Completed by: |  |
| Role: |  |

Please return the completed form to [buscont@exeter.ac.uk](mailto:buscont@exeter.ac.uk) . Thank you.