# Exercise Evaluation Guide

## Module 2A: COOP Plan Phase 3 (continued) – Advanced COOP Operations

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| **Name:** |  | | **Organization:** |  | | | | |
| **Title:** |  | | | **Telephone:** | | |  | |
| **E-Mail:** |  | | **Exercise Type:** | |  | | | |
| **Exercise Location:** | |  | | | | **Date:** | |  |

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| **Module Key Issues** |
| * Identifying, authorizing, and initiating lines of succession * Manual work-around procedures * Alternate vendors/supply management |

**Instructions to Evaluators:** Please complete the Points of Review below based on the participant discussions. The question numbers correspond to the Facilitator Guide. **A goal of this exercise is to document where COOP information is located within the COOP Plan.** Whenever possible, please identify where in the COOP Plan participants found the relevant information (e.g., Section 2.2.1).

[Points of Review sections should be based on the SitMan. Delete other sections.]

## Points of Review

### Incident Command Changeover (Succession and Delegation of Authority)

| **Verify** | **Yes** | **Reference (e.g., Section 2.2.1)** | **No** | Not Observed |
| --- | --- | --- | --- | --- |
| 1. Are lines of the succession and delegations of authority included in the COOP Plan? |  |  |  |  |
| 1. Are lines of succession assigned for key staff roles? |  |  |  |  |
| If not, what additional roles should be included? | | | | |
| 1. Are parameters/triggers for initiating succession identified? |  |  |  |  |
| 1. Is someone authorized to implement succession actions? |  |  |  |  |
| 1. Are the procedures or authorizations for what to do if someone is killed vs. injured (perhaps severely) documented in the COOP Plan? |  |  |  |  |
| 1. Does the COOP Plan identify any unique considerations (e.g., if the injured person was an elected official)? |  |  |  |  |
| 1. Does the COOP Plan include a procedure for how decisions will be authorized in the absence of key personnel? |  |  |  |  |

### Supply Chain Disruption

| **Verify** | **Yes** | **Reference (e.g., Section 2.2.1)** | **No** | Not Observed |
| --- | --- | --- | --- | --- |
| 1. Does the COOP Plan establish the work resources readily available at the alternate facility? |  |  |  |  |
| 1. Are financial staff roles and responsibilities included in the COOP Plan? |  |  |  |  |
| 1. Are expedited procurement procedures outlined in the COOP Plan? |  |  |  |  |
| 1. Does the COOP Plan include pre-approved/pre-determined vendors for goods and services? |  |  |  |  |
| 1. Is vendor contact information incorporated into the COOP Plan? |  |  |  |  |
| 1. Are alternate vendors identified for any supplies? |  |  |  |  |
| 1. Are any work-around options included in the COOP Plan for consideration during supply chain disruptions? |  |  |  |  |
| 1. Does the COOP Plan identify how and when employees will be notified about limited resources? |  |  |  |  |

### Network Disruption

| **Verify** | **Yes** | **Reference (e.g., Section 2.2.1)** | **No** | Not Observed |
| --- | --- | --- | --- | --- |
| 1. Does the COOP Plan identify who is responsible for making management decisions? |  |  |  |  |
| 1. Are the necessary points of contact included in the COOP Plan? |  |  |  |  |
| 1. Are any work-around options included in the COOP Plan for consideration during network disruptions? |  |  |  |  |
| 1. Does the COOP Plan identify how and when employees will be notified about network disruptions? |  |  |  |  |
| 1. Is a procedure for releasing public information included in the COOP Plan? |  |  |  |  |
| 1. Does the COOP Plan identify any partners that may assist with mitigating or resolving the disruption? |  |  |  |  |

**Notes: Please provide any additional feedback or information for improving or updating the organization’s COOP Plan (e.g., inclusion of essential information, update contact information).**

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| **Notes** |
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