# Exercise Evaluation Guide

## Module 3: COOP Plan Phase 4 – Reconstitution

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

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| **Module Key Issues** |
| * Long-term leasing and operational considerations * Recovery tracking and communication |

**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

| **Verify** | **Yes** | **Reference (e.g., Section 2.2.1)** | **No** | Not Observed |
| --- | --- | --- | --- | --- |
| 1. Does the COOP Plan identify who is responsible for approving purchases during COOP operations? |  |  |  |  |
| 1. Are there any COOP-specific acquisition procedures that are included in the COOP Plan? |  |  |  |  |
| 1. Does the COOP Plan identify terms or considerations for leasing/occupying the alternate facility for an extended period of time? |  |  |  |  |
| 1. Is a procedure for tracking and sharing recovery progress documented? |  |  |  |  |
| 1. Are strategies for addressing employee impacts (e.g., psychological) included in the COOP Plan? |  |  |  |  |
| 1. Does the COOP Plan identify any extended impacts on the organization’s ability to deliver essential functions/critical business processes if the relocation continues? |  |  |  |  |
| 1. Is there a procedure for reviewing and updating the COOP Plan? |  |  |  |  |

**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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