

Observer Information Form
Mission Continuity Tabletop Exercise

2014

Exercise Observer Information Form

Department Name: _____

Exercise Date: _____

OBJECTIVE 1: The School/Center has the ability to continue the operation of critical functions during an outage or disruption.

Verify	Yes	No	N/A
<p>A. Mission Continuity plans are developed and available in Shadow-Planner.</p> <p><i>Comments:</i></p>			
<p>B. Critical functions have been identified.</p> <p><i>Comments:</i></p>			
<p>C. Plans have been constructed for each element in the BETH3 model (loss of buildings/facilities, equipment, technology, human resources and 3rd-party vendors or partners).</p> <p><i>Comments:</i></p>			
<p>D. Roles for maintaining critical functions have been identified.</p> <p><i>Comments:</i></p>			
<p>E. Procedures for maintaining critical functions have been identified.</p> <p><i>Comments:</i></p>			

Additional Comments:

OBJECTIVE 2: The School/Center has plans to address loss of facilities in the event of an outage or disruption.

Verify	Yes	No	N/A
A. Loss of facility plans exist and are accessible to staff. <i>Comments:</i>			
B. Alternative work strategies (such as telecommuting) have been identified. <i>Comments:</i>			
C. Alternative facilities on campus have been identified. <i>Comments:</i>			

Additional Comments:

OBJECTIVE 3: The School/Center has the ability to ensure the availability of essential equipment in the event of an outage or disruption.

Verify	Yes	No	N/A
<p>A. Plans identify essential equipment, if any. <i>Comments:</i></p>			
<p>B. Plans identify primary and alternate vendors for essential equipment. <i>Comments:</i></p>			
<p>C. Contact information for current and potential vendors is documented. <i>Comments:</i></p>			

Additional Comments:

OBJECTIVE 4: The School/Center has the ability to address loss of technology in the event of an outage or disruption.

Verify	Yes	No	N/A
<p>A. Plans identify essential technology for this department. <i>Comments:</i></p>			
<p>B. Plans include disaster recovery plans in the event of an outage or disruption in service. <i>Comments:</i></p>			
<p>C. Plans include appropriate workaround strategies in the event that technology for critical functions is down. <i>Comments:</i></p>			
<p>D. For technology maintained by third-party vendors, contact information for current and potential vendors is documented. <i>Comments:</i></p>			

Additional Comments:

OBJECTIVE 5: The School/Center has adequate plans to address human resource issues in the event of an outage or disruption.

Verify		Yes	No	N/A
A. Plans are in place to facilitate alternate work strategies, including:				
	Telecommuting			
	Alternate on-campus work sites			
	Alternate work schedules			
	Others (list):			
<i>Comments:</i>				
B. Plans are in place to assess the need to implement reduction in workforce measures to account for reduced services and functions over an extended period. <i>Comments:</i>				
C. Workplace policies are developed/reviewed that define the circumstances under which managers may send ill employees home and authorize recovered employees to return to the workplace. <i>Comments:</i>				
D. Protocols for informing staff regarding HR issues that may be implemented during an emergency have been developed and are ready for implementation. <i>Comments:</i>				

Additional Comments:

OBJECTIVE 6: The School/Center has the ability to ensure the availability of essential goods and supplies (equipment) in the event of an outage or disruption.

Verify	Yes	No	N/A
<p>A. Plans identify vendors providing essential goods or services to the department.</p> <p><i>Comments:</i></p>			
<p>B. Plans identify alternate vendors for essential goods and supplies.</p> <p><i>Comments:</i></p>			
<p>C. Contact information for current and potential vendors is documented.</p> <p><i>Comments:</i></p>			

Additional Comments:

OBJECTIVE 7: The School/Center has a communication strategy to inform stakeholders about reduction in services/critical functions during an outage or disruption.

Verify	Yes	No	N/A
<p>A. Communications plans exist and are accessible to staff. <i>Comments:</i></p>			
<p>B. Internal and external stakeholders have been identified (e.g., key media contacts, key decision-makers, internal web publisher). <i>Comments:</i></p>			
<p>C. Message templates have been developed pre-event. <i>Comments:</i></p>			
<p>D. Plans have been created to disseminate messages externally and internally via appropriate channels in a timely manner. <i>Comments:</i></p>			

Additional Comments: