

## EXERCISE EVALUATION GUIDE

<p><i>Exercise Name:</i> Pandemic Accord, Phase II  <i>Exercise Date:</i> November 13 and 20, 2014</p>	<p><i>Organization/Jurisdiction:</i>            Securities Industry Financial Markets Association (SIFMA), New York City and New Jersey Federal Executive Boards (FEBs), and the U.S. Department of Homeland Security, Federal Emergency Management Agency Region II (FEMA Region II)</p>	<p><i>Venue:</i>            Multiple venues</p>
<b>Response</b>		
<p><i>Exercise Objective:</i> Demonstrate government and business reconstitution approaches during post-wave recovery.</p>		
<p><i>Core Capabilities:</i> <b>Economic Recovery</b>            Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in a sustainable and economically viable community.</p>		
<p><b>Capability Target 1: Develop plans to resume, restore, and recover business operations.</b></p> <ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Conduct a needs assessment to support resumption, restoration, and recovery of business operations.</li> <li>2. <i>Critical Task:</i> Establish short-term goals/objectives for the post-wave recovery period.</li> <li>3. <i>Critical Task:</i> Identify potential barriers or inhibitors to recover, restore, and resume business operations to “normal or near-normal” levels.</li> <li>4. <i>Critical Task:</i> Establish priorities for recovering or restoring business operations to “normal or near-normal” levels.</li> <li>5. <i>Critical Task:</i> Coordinate recovery planning with key stakeholders, vendors, and partners in the public and private sectors.</li> </ol>		
<p><b>Capability Target 2: Develop/revise policies, plans, and procedures to prepare for subsequent pandemic waves.</b></p> <ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Conduct an after-action review of your agency/organization’s response to identify strengths and gaps/areas for improvement.</li> <li>2. <i>Critical Task:</i> Identify strategies for addressing gaps/areas for improvement in your pandemic response and business continuity plans.</li> <li>3. <i>Critical Task:</i> Integrate lessons learned into agency/organizational policies, plans, and procedures.</li> <li>4. <i>Critical Task:</i> Coordinate mitigation planning for subsequent pandemic waves with key stakeholders, vendors, and partners.</li> <li>5. <i>Critical Task:</i> Identify strategies to address the possibility that not all employees may be able to return to work at the time of reconstitution and that it may be necessary to hire temporary or permanent workers in order to complete the reconstitution process.</li> </ol>		

Capability Target	Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Develop plans to resume, restore, and recovery operations.	<ul style="list-style-type: none"> <li>• Conduct a needs assessment to support resumption, restoration, and recovery of business operations.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Establish short-term goals/objectives for the post-wave recovery period.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Identify potential barriers or inhibitors to recover, restore, and resume business operations.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Establish priorities for recovering or restoring business operations.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Coordinate recovery planning with key stakeholders, vendors, and partners in the public and private sectors.</li> </ul>		
Develop/revise policies, plans, and procedures to prepare for subsequent pandemic waves.	<ul style="list-style-type: none"> <li>• Conduct an after-action review of your agency/organization's response to identify strengths and gaps/areas for improvement.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Identify strategies for addressing gaps/areas for improvement.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Integrate lessons learned into agency/organizational policies, plans, and procedures.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Coordinate mitigation planning for subsequent pandemic waves with key stakeholders, vendors, and partners.</li> </ul>		
	<ul style="list-style-type: none"> <li>• Identify strategies to address the possibility that not all employees may be able to return to work at the time of reconstitution</li> </ul>		
		<b>Final Core Capability Rating</b>	

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

<b>Ratings Key</b>
P – Performed without Challenges
S – Performed with Some Challenges
M – Performed with Major Challenges
U – Unable to be Performed

## Ratings Definitions

<b>Performed without Challenges (P)</b>	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
<b>Performed with Some Challenges (S)</b>	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.
<b>Performed with Major Challenges (M)</b>	The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.
<b>Unable to be Performed (U)</b>	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).