

Continuity of Operations

Exercise Evaluation Guide: Bluestone Dam Functional Exercise

Capability Description: Ability to perform essential functions and exercise temporary Command and Control capabilities from an alternate facility.	
Capability Outcome: Stand-up alternate facility and conduct operations from the site. Demonstrate communications capability; demonstrate orders of succession are in place.	
Jurisdiction or Organization: State of West Virginia	Name of Exercise: Bluestone Dam Functional Exercise
Location: 1900 Kanawha Blvd, E. State Capitol Complex Charleston, WV 25305	Date: 6/16/2012
Evaluator:	Evaluator Contact Info:
<i>Note to Exercise Evaluators: Only review those activities listed below to which you have been assigned.</i>	

Activity 1: Continuity Facilities

Activity Description: Continuity facilities are locations where leadership and staff may operate during a continuity event. Leadership and staff may be co-located in one facility or dispersed through many locations, connected virtually through communications systems. Facilities must be able to provide survivable protection and enable continued, enduring operations. Physical dispersion should allow for easy transfer of function responsibility in the event of a problem in one location.

Tasks Observed (check those that were observed and provide comments)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

	Task /Observation Keys	Time of Observation/ Task Completion
1.1	Agency has identified and maintained at least one alternate facility, which could include alternate usages of existing facilities or virtual office options, for the relocation of a limited number of key leaders and staff; located where the potential disruption of the agency's ability to initiate and sustain operations is minimized.	Time: Task Completed? Fully [] Partially [] Not [] N/A []

1.2	Agency alternate facilities have sufficient distance between each facility location or threatened area and other facilities (hazardous materials sites, nuclear power plants) or locations (areas subject to natural disasters such as hurricanes and earthquakes) that are potential sources of disruptions or threats, as determined by an all-hazards risk assessment of each facility.	Time: Task Completed? Fully [] Partially [] Not [] N/A []
1.3	Agency alternate facilities, to include virtual office options such as telework, provide sufficient space, equipment and other resources, to include computer equipment, software, and other automated data processing equipment, to sustain the agency's Mission Essential Functions (MEF's) and Primary Mission Essential Functions (PMEF's), as appropriate , Emergency Relocation Group (ERG), and support staff.	Time: Task Completed? Fully [] Partially [] Not [] N/A []
1.4	Agency alternate facilities maintain emergency/back-up power capability, so that essential functions and operations continue in the event the primary source of power is disrupted.	Time: Task Completed? Fully [] Partially [] Not [] N/A []

Activity 2: Continuity Communications

Activity Description: The success of continuity programs is dependent on the availability of robust and effective communications to provide Federal intra- and interagency connectivity. An agency's ability to execute its essential functions at its HQ and its alternate or other continuity facilities, as well as the ability of the agency's senior leadership to collaborate, develop policy and recommendations, and act under all-hazards conditions, depends upon the availability of effective communications systems. These systems must support full connectivity, under all conditions, among key government leadership, internal elements, other agencies, critical customers, and the public.

Tasks Observed (check those that were observed and provide comments)

Note: Asterisks (*) denote Performance Measures and Performance Indicators associated with a task. Please record the observed indicator for each measure

	Task /Observation Keys	Time of Observation/ Task Completion
2.1	The agency implemented the minimum communications requirements for its HQs and alternate and other continuity facilities, which support the continuation of the agency's Mission Essential Functions (MEF's) and Primary Mission Essential Functions (PMEF's). This is done in accordance with NSPD-51/HSPD-20 and the National Communications System Directive 3-10 as applicable (continuity communications).	Time: Task Completed? Fully [] Partially [] Not [] N/A []

2.2	<p>Agencies that support the National Essential Functions (NEF's) possess, operate, and maintain, or have dedicated access to communications capabilities, at their HQ and alternate-facility locations, as well as mobile communications capabilities, as required, that ensure the continuation of those agencies' functions across the full spectrum of hazards, threats, and emergencies, including catastrophic attacks or disasters, a pandemic, and other related emergencies and giving full consideration to supporting social distancing operations including telework and other virtual offices.</p>	<p>Time:</p> <p>Task Completed?</p> <p>Fully [] Partially [] Not [] N/A []</p>
2.3	<p>Agencies that do not support NEF's possess, operate, and maintain, or have dedicated access to, communications capabilities at their HQ and alternate-facility locations, as well as mobile communications capabilities, as required, that ensure the continuation of those agencies' essential functions across the full spectrum of hazards threats, and emergencies, including catastrophic attacks or disasters, a pandemic, and other related emergencies and giving full consideration to supporting social distancing operations including telework and other virtual offices.</p>	<p>Time:</p> <p>Task Completed?</p> <p>Fully [] Partially [] Not [] N/A []</p>

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Exercise Evaluation Guide Analysis Sheets

The purpose of this section is to provide a narrative of what was observed by the evaluator/evaluation team for inclusion within the draft After Action Report/Improvement Plan. This section includes a chronological summary of what occurred during the exercise for the observed activities. This section also requests the evaluator provide key observations (strengths or areas for improvement) to provide feedback to the exercise participants to support sharing of lessons learned and best practices as well as identification of corrective actions to improve overall preparedness.

Observations Summary

Write a general chronological narrative of participant actions based on your observations during the exercise. Provide an overview of what you witnessed and, specifically, discuss how this particular Capability was carried out during the exercise, referencing specific Tasks where applicable. The narrative provided will be used in developing the exercise After-Action Report (AAR)/Improvement Plan (IP).

[Insert text electronically or on separate pages]

Evaluator Observations Record your key observations using the structure provided below. Please try to provide an observation for each section. There is no maximum (three templates are provided for each section; reproduce these as necessary for additional observations). Use these sections to discuss strengths and any areas requiring improvement. Please provide as much detail as possible, including references to specific Activities and/or Tasks. Document your observations with reference to plans, procedures, exercise logs, and other resources. Describe and analyze what you observed and, if applicable, make specific recommendations. Please be thorough, clear, and comprehensive, as these sections will feed directly into the drafting of the After-Action Report (AAR). Complete electronically if possible, or on separate pages if necessary.

Strengths

1. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes ___ No ___

1) Analysis: (Include a **discussion** of what happened. When? Where? How? Who was involved? Also describe the **root cause** of the observation, including contributing factors and what led to the strength. Finally, if applicable, describe the positive **consequences** of the actions observed.)

2) References: (Include references to plans, policies, and procedures relevant to the observation)

3) Recommendation: (Even though you have identified this issue as a strength, please identify any recommendations you may have for enhancing performance further, or for how this strength may be institutionalized or shared with others.)

2. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes ___ No ___

1) Analysis:

2) References:

3) Recommendation:

Areas for Improvement

1. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes ___ No ___

1) Analysis: (Include a **discussion** of what happened. When? Where? How? Who was involved? Also describe the **root cause** of the observation, including contributing factors and what led to the strength. Finally, if applicable, describe the negative **consequences** of the actions observed.)

2) References: (Include references to plans, policies, and procedures relevant to the observation)

3) Recommendation: (Write a recommendation to address the root cause. Relate your recommendations to needed changes in plans, procedures, equipment, training, mutual aid support, management and leadership support.)

2. Observation Title:

Related Activity:

Record for Lesson Learned? (Check the box that applies) Yes ___ No ___

1) Analysis:

2) References:

3) Recommendation:

