

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>
Response		
<p><i>Exercise Objective:</i> Assess the effects of high-levels of absenteeism on operational readiness during a pandemic influenza outbreak.</p>		
<p><i>Core Capability:</i> Planning Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or community-based approaches to meet defined objectives.</p>		
<p>Capability Target 1: Manage the continuation of essential functions despite high-levels of absenteeism.</p> <ol style="list-style-type: none"> 1. <i>Critical Task:</i> Assess the impacts of high levels of absenteeism on maintaining your agency/organization’s essential functions. 2. <i>Critical Task:</i> Identify potential mitigation strategies to minimize the impacts of staff absenteeism on business operations. 3. <i>Critical Task:</i> Identify key resource requirements associated each of these mitigation strategies, and assess resource availability. 4. <i>Critical Task:</i> Track the status of essential functions to identify potential gaps or shortfalls. 5. <i>Critical Task:</i> Implement plans or processes to reallocate or reassign personnel, as appropriate, to address gaps or shortfalls. 6. <i>Critical Task:</i> Monitor the status of essential functions and update plans to ensure appropriate allocation of personnel and resources. 		

Capability Target	Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Manage the continuation of essential functions despite high-levels of absenteeism.	<ul style="list-style-type: none"> Assess the impacts of high levels of absenteeism on maintaining your agency/organization's essential functions. 		
	<ul style="list-style-type: none"> Identify potential mitigation strategies to minimize the impacts of staff absenteeism on business operations. 		
	<ul style="list-style-type: none"> Identify key resource requirements associated each of these mitigation strategies, and assess resource availability. 		
	<ul style="list-style-type: none"> Track the status of essential functions to identify potential gaps or shortfalls. 		

	<ul style="list-style-type: none"> • Implement plans or processes to reallocate or reassign personnel, as appropriate, to address gaps or shortfalls. 		
	<ul style="list-style-type: none"> • Monitor the status of essential functions and update plans to ensure appropriate allocation of personnel and resources. 		
		Final Core Capability Rating	

Evaluator Name _____

Evaluator E-mail _____

Phone _____

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

Ratings Definitions

Performed without Challenges (P)	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.
Performed with Some Challenges (S)	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.
Performed with Major Challenges (M)	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.
Unable to be Performed (U)	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).