U.S. Department of Energy

Project Name

Continuity of Operations Plan

September 2002

TEMPLATE

U. S. DEPARTMENT OF ENERGY

Organizational Title 1
Organizational Title 2

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U.S. DEPARTMENT OF ENERGY

Organizational Title 1
Organizational Title 2

Table of Contents

Preface

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This document was generated by the ***Project Name*** project team. ***System/Project Name*** will be developed for the ***Organizational Name*** of the U.S. Department of Energy.

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Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the ***Project Name*** project or who will become involved during the lifecycle.

1. Overview

1.1 Objectives

Document a concise description of the objectives of the document. The Continuity of Operations Plan should provide the plan of actions to be taken to provide the capability to continue mission-essential processing and restore normal operations after a disaster.

1.2 Scope

The scope of the plan should be briefly addressed in this section to include Personnel, Vendor and System User Notification; Change in Processing Location; Adjusting Production to Correspond with Installation Capacity/Capability; Providing Processing Support Services; Recovering Software, Data, Documentation and Supplies; Evacuation; and Resuming Normal Operations.

1.3 References

Identify sources of information used to develop this document, such as IEEE or project documentation, Disaster Recovery Program Guideline DOE/AD 0009.

2. Personnel, Vendor, and System User Notification

2.1 Overview

This section involves the development of the plans for notifying key Disaster Recovery Program personnel, users of the system, and vendors who supply site resources (e.g., hardware, software).

2.2 User Organization/Location Notification Roster

The attached worksheet W2.1.1 provides a listing of the user organizations or locations supported by the system. This will be used to notify users in the event of actual or potentially disastrous situations. This roster should identify broad categories of user organizations or locations who will then have the responsibility of notifying individual users at their location or within their organization.

2.3 Key Personnel/Organization Notification Roster

The attached worksheet W2.1.2 identifies the key personnel associated with the Disaster Recovery Program that may have to be notified in a disastrous situation.

2.4 Vendor Notification Roster

The attached worksheet W2.1.3 identifies the vendors that may need to be notified by the Disaster Recovery and Response Management Team or Notification Team.

3. Moving Processing to Alternate Location(s)

3.1 Overview

This section addresses the movement of resources to the alternate location to include transporting personnel, equipment, and other necessary resources and supplies. This plan is not self-contained because portions of other continuity plans may need to be invoked (e.g., Recovering Software Data, Documentation, and Supplies), depending on the disaster. The documentation should include the following information:

- Description of the computer systems available at the alternate location, if necessary to assist personnel using the equipment.
- Description of the physical, environmental, and computer security (e.g., access control capabilities, audit capabilities) controls in-place at the alternate location.
- Roster of key personnel at the alternate location.
- Step-by-step instructions for configuring the alternate location's computer systems to the necessary specifications (e.g., hardware, software, communications).
- Performance and security acceptance test procedures.
- Special security requirements (e.g., badging of personnel).
- Step-by-step instruction for performing the required operations.
- Step-by step procedures for establishing mail and related information exchange services.
- Step-by-step procedures for establishing other support services (e.g., training, personnel administration, payroll accounting).

3.2 Transportation/Relocation of Personnel to the Alternate Processing Location

The attached worksheet W2.2.1 identifies the options available for transporting required personnel to the alternate processing location and obtaining and providing them with lodging, if necessary.

3.3 Transportation Options for Equipment, Supplies, and Other Items to the Alternate Processing Location

The attached worksheet W2.2.2 identifies the options available for transporting equipment, supplies, and other required items to the alternate processing location.

3.4 Procedures for Moving to the Alternate Processing Location

The attached worksheet W2.2.3a documents the general activities that installation personnel will follow to transfer processing to the alternate processing location.

3.5 Procedures for Processing at the Alternate Processing Location

The attached worksheet W2.2.3b identifies the procedures that will be followed while processing at the alternate processing location.

3.6 Post-Disaster Processing Schedule (at Alternate Processing Location)

The attached worksheet W2.2.4 provides for the coordination of the transfer and management of processing at the alternate location.

4. Adjusting Production to Correspond with Installation Capacity/Capability

4.1 Overview

This section addresses the procedures to be followed to shift capacity among the processors.

4.2 Adjusting Production at the Original Installation

The attached worksheet W2.3.1 provides the appropriate installation personnel with the procedures to follow in adjusting production at the installation to maximize the use of the remaining system capability after a disaster.

4.3 Post-Disaster Processing Schedule (at Original Installation)

The attached worksheet W2.3.2 provides for the coordination of the resumption of processing at the original site after the disaster has stabilized.

5. Providing Processing Support Services

5.1 Overview

This section identifies secondary sources of support services including personnel, suppliers, or telecommunications, should the primary source become unavailable. It also includes information on how to contact the supply sources.

5.2 Identification of Replacement Requirements for Key Personnel

The attached worksheet W2.4.1 identifies the options available to obtain replacement personnel for key positions required to maintain mission-essential operations.

5.3 Telecommunication Services

The attached worksheet W2.4.2 identifies methods available to provide telecommunication services for processing mission-essential applications should the primary capability become unavailable.

5.4 Identification of Alternate Supply Sources

The attached worksheet W2.4.3 identifies secondary sources of supplies for situations when the primary supplier is unable to furnish the supplies required to support mission-essential operations.

5.5 Identification of Auxiliary Environmental Controls Support

The attached worksheet W2.4.4 identifies supply sources for auxiliary environmental equipment should primary equipment or capability fail. Environmental controls are necessary to ensure a stable work environment (e.g., air conditioning).

6. Recovering Software, Data, Documentation and Supplies

6.1 Overview

This section involves developing procedures to transport backed-up items from either on-site or off-site back-up storage areas to the processing area.

6.2 Recovering Software/Data/Documentation/Supplies From On-Site Storage

The attached worksheet W2.5.1 provides the appropriate installation personnel with the procedures to follow to retrieve software, data, documentation and supplies from on-site back-up storage areas.

6.3 Recovering Software/Data/Documentation/Supplies From Off-Site Storage

The attached worksheet W2.5.2 provides the appropriate installation personnel with the procedures to follow to retrieve software, data, documentation and supplies from off-site back-up storage areas.

6.4 Recovering Work-In-Progress

The attached worksheet W2.5.3 provides an overview of the options available to the installation personnel to recover lost work-in-progress.

7. Evacuation

7.1 Overview

This section addresses the procedures for announcing and coordinating personnel evacuations, as well as for securing the installation (e.g., powering-down computer systems, securing sensitive information).

7.2 Evacuation Announcement Methods

The attached worksheet W2.6.1 provides Disaster Recovery Management Team personnel with a description of the primary and secondary methods for announcing an installation's evacuation.

7.3 Installation Evacuation Schedule

The attached worksheet W2.6.2 provides installation management with a schedule to stagger the departure of personnel should time permit in an evacuation situation.

7.4 Evacuation Procedures: Shutting-Down the Installation

The attached worksheet W2.6.3 assists in determining the possible activities to be performed in shutting-down an installation during a controlled evacuation.

8. Resuming Normal Operations

8.1 Overview

This section addresses cleaning the installation, obtaining replacement equipment and other resources, and conducting necessary performance and security tests.

8.2 Resuming Normal Operations: Procurement of Replacement Equipment/Supplies

The attached worksheet W2.7.1 provides Disaster Recovery Management Team personnel with procurement-related information for the major equipment and supplies necessary to support mission-essential processing.

8.3 Resuming Normal Operations: Installation Clean-Up

The attached worksheet W2.7.2 provides Disaster Recovery Management Team personnel with an overview of the available processes to repair installation damage that could prevent processing resumption.

8.4 Resuming Normal Operations: Acceptance and Security Testing

The attached worksheet W2.7.3. identifies the tests that may be performed at the installation prior to reestablishing processing.

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

User Organization/Location Notification Roster

WORKSHEET W2.1.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. These are general guidelines. Situation specific characteristics may require modifications to these procedures.
   - Obtain information to provide to users from the _____Team.
   - Cross off all user organizations/locations that do not need to be contracted.
   - Attempt to notify point-of-contact_____times within_____ minutes, before switching to alternate.
   - Indicate in Block 3d the date and time notification was achieved. Indicate in Block 3e the individual who received the notification.
   - Other:_____
     _____

3a. User Organization	b. Point-of-Contact Office/Alternate Contact and Phone Nos.	c. Electronic Address (If None So State)	d. Date/Time of Notification	e. Individual Notified

4. Electronic Notification Procedures: _____
   _____
   _____
   _____
   _____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Key Personnel/Organization Notification Roster

WORKSHEET W2.1.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. These are general guidelines. Situation specific characteristics may require modifications to these procedures.
   - Obtain information to provide to users from the _____Team.
   - Cross off all user organizations/locations that do not need to be contracted.
   - Attempt to notify point-of-contact_____times within_____ minutes, before switching to alternate.
   - Indicate in Block 3d the date and time notification was achieved. Indicate in Block 3e the individual who received the notification.
   - Other:_____
     _____

3a. Name/Phone Numbers	b. Responsibility Area	c. Alternate/ Phone Numbers	d. Date/Time of Notification	e. Individual Notified

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Vendor Notification Roster

WORKSHEET W2.1.3
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Notification Procedures
   - Determine priority for contacting vendors (after the disaster). Indicate priority (e.g., 1,2,3, etc.) for all vendors that must be contacted (Block 3d).
   - Indicate in Block 3e the date and time notification was achieved. Indicate in Block 3f the individual who received the notification.
   - Indicate in Block 3g., the results of the contact with the vendor or the vendor's actions (e.g., quantity ordered, delivery date).
   - Other:_____

3a. Equipment/ Service	b. Vendor/ Point-of-Contact/ Phone No.	c. Individual(s) with Authority to Order	d. Site Priority	e. Date/ Time Notified	f. Individual Notified	g. Results/ Vendor Actions

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Transportation/Relocation of Personnel to the Alternate Processing Location

WORKSHEET W2.2.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Alternate Location Name and Address:

3a. Transportation Options	**b. Arrange With**	**c. Special Instructions or Arrangements**

4. Available Lodging:

a. Name	**b. Address/Phone No.**	**c. Special Instructions or Arrangements**

5. Comments: _____
_____
_____
_____

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Transportation Options for Equipment, Supplies, and Other Items to the Alternate Processing Location

WORKSHEET W2.2.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Alternate Processing Location Name and Address:

3a. Name of Transportation Carrier	**b. Point-of-Contact Name, Address and Phone Number**	**c. Items To Be Transported**	**d. Purchase Order or Contract Number**

4. Comments:_____

_____

_____

_____

_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Procedures for Moving to the Alternate Processing Location

WORKSHEET W2.2.3a
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. a. Alternate Location Name:
   _____
   b. Address: _____

3. a. Inform alternate site of situation - Point of Contact/Phone No.: _____
   b. Topics to discuss with Alternate Location:
   - Expected arrival time of personnel, supplies, etc.
   - Required time/date by which processing must begin
   - Anticipated length of stay
   - Security requirements/concerns
   - Other: _____
     _____

4. a. Compile list of personnel who must be transferred to alternate site and list on a separate form (no worksheet provided for this listing). This list should be maintained and used to verify that all personnel arrived.
   b. Make transportation arrangements (see Worksheet W2.2.1).
   c. Make lodging arrangements (see Worksheet W2.2.1).
   d. Other: _____
      _____

5. a. Compile list of required resources and supplies and list on a separate form (no Worksheet provided for this listing). This list should be maintained and used to verify that all required items were delivered.
   b. Provide the team leader of the _____ Team with a copy of list for the recovery of items in storage.
   c. Assemble any required items that need to be recovered from storage.
   d. Arrange for transportation of resources and supplies to the alternate site (see Worksheet W2.2.2).
   e. Other: _____
      _____

6. Provide the _____ Team with a description of the changes in processing that will take place to pass on to system users. Users should be informed of the situation, how long processing will be unavailable, and the steps users must take to utilize the processing at the alternate location, if any (changes in processing may be transparent to users).

7. Comments: _____
   _____
   _____

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Procedures for Processing at the Alternate Location

WORKSHEET W2.2.3b
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Meet with the management at the alternate site, as appropriate, to discuss options and the steps to be taken to establish the mission-essential processing.

3. Verify against listings created (Worksheet 2.2.3a) that all personnel and resources transferred arrived at alternate location.

4. Establish processing schedule (use Worksheet W2.2.4).

5. Report the status of the recovery effort (leading up to beginning processing) every ____ hours to the _____ Team.

6. Configure the computer hardware, communications, etc. as set forth in the _____ operating procedures.

7. Contact the _____ Team prior to beginning processing. This team should notify system users as to when processing will be reestablished.

8. Report production status in writing (after processing is reestablished) to the _____ Team every _____ days. These status reports will identify:
   - Accomplishments
   - Actual problems
   - Potential Problems
   - Other _____
     _____

9. Comments:_____
_____

_____

_____

_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Post-Disaster Processing Schedule (at Alternate Processing Location)

WORKSHEET W2.2.4
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Post-Disaster Worksheet Instructions

These instructions should be followed to create an interim processing schedule, based on post-disaster processing capabilities and mission-essential requirements.

- Block 2a, enter the name of the CPU/computer system for which the schedule applies (e.g., Unisys 2). A separate schedule should be created for each unique processor.
- Block 2b, enter the approximate time when processing will be established.
- Block 2c, enter the time period for which the schedule applies (e.g., 24 hours, 48 hours). This schedule is an interim schedule to assist in the immediate response to a disaster. Once the situation has been stabilized, a longer-term schedule should be developed.
- Block 2d, enter the name of the processing site (i.e., original installation, alternate location). Note: A similar worksheet will be created for the processing schedule at the alternate location. This Block is important to avoid confusion.
- Block 2e, enter the name of the individual creating the schedule.
- Block 2f, enter the application name.
- Block 2g, enter the approximate date and time that processing of each application will begin.
- Block 2h, enter the approximate date and time that processing of each application will be completed.
- Block 2i, after the application is processed, enter the application's actual processing time. This information will be useful in developing a more precise longer-term processing schedule.

---

1. CPU Name: _____
b. Approximate Starting Date/Time: _____ c. Schedule Period: _____
d. Processing Site: _____ e. Individual Creating Schedule: _____

f. Application Name	g. Approximate Starting Date/Time	h. Approximate Date/Time To Be Completed	i. Actual Processing Time

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Adjusting Production at the Original Installation

WORKSHEET W2.3.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. a. Compile list of required resources and supplies for tracking purposes.
   b. Provide the team leader of the _____ Team with a copy of list for the recovery of items in storage.
   c. Assemble any required items that need to be recovered from storage.
   d. Place orders for items not otherwise available.
   e. Other: _____
   _____

3. Provide the _____ Team with a description of the changes in processing that will take place to pass on to system users. Users should be informed of the situation, how long processing will be unavailable and the steps users must take to utilize the new processing structure, if any (changes in processing may be transparent to users).

4. Establish processing schedule (use Worksheet W2.3.2).

5. Report the status of the recovery effort (leading up to the beginning processing) every ____ hours to the _____ Team.

6. Configure the computer hardware, communications, etc. as set forth in the _____ operating procedures.

7. Contact the _____ Team prior to beginning processing. This team should notify system users as to when processing will be reestablished.

8. Report production status in writing (after processing is reestablished) to the _____ Team every _____ days. These status reports will identify:
   - Accomplishments
   - Actual problems
   - Potential problems
   - Other _____
     _____

9. Comments: _____
_____
_____
_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Post-Disaster Processing Schedule (at Original Installation)

WORKSHEET W2.3.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Post-Disaster Worksheet Instructions

These instructions should be followed to create an interim processing schedule, based on post-disaster processing capabilities and mission-essential requirements.

- Block 2a, enter the name of the CPU/computer system for which the schedule applies (e.g., Unisys 2). A separate schedule should be created for each unique processor.
- Block 2b, enter the approximate time when processing will be established.
- Block 2c, enter the time period for which the schedule applies (e.g., 24 hours, 48 hours). This schedule is an interim schedule to assist in the immediate response to a disaster. Once the situation has been stabilized, a longer-term schedule should be developed.
- Block 2d, enter the name of the processing site (i.e., original installation , alternate location). Note: A similar worksheet will be created for the processing schedule at the alternate location. This Block is important to avoid confusion.
- Block 2e, enter the name of the individual creating the schedule
- Block 2f, enter the application name.
- Block 2g, enter the approximate date and time that processing of each application will begin.
- Block 2h, enter the approximate date and time that processing of each application will be completed.
- Block 2i, after the application is processed, enter the application's actual processing time. This information will be useful in developing a more precise longer-term processing schedule.

---

1. CPU Name: _____
b. Approximate Starting Date/Time: _____ c. Schedule Period: _____
4. Processing Site: _____ e. Individual Creating Schedule: _____

f. Application Name	g. Approximate Starting Date/Time	h. Approximate Date/Time To Be Completed	i. Actual Processing Time

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Identification of Replacement Requirements for Key Personnel

WORKSHEET W2.4.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Personnel Replacement Requirements

a. Reference No.	b. Position to Be Filled	c. Staffing and Unique Skill Requirements			

3. Sources for Personnel Replacement

a. Reference No.	b. Agency/Organization Name and Address	c. Point of Contact and Phone No.	d. Individual/Team with Authorization to Fill Position	e. Supporting Documentation and Location

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Telecommunication Services

WORKSHEET W2.4.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Mission-Essential Processing Communications Requirements

2a(1) Application Name	2a(2) Hardware Description (Make and Model)	2a(3) Acquisition Mechanism (Purchase, rental, backup, etc.)	2a(4) Name, Address and Telephone No. of Supplier or Vendor	2a(5) Specifications (Functional, performance, security)	2a(6) Special Requirements
2b(1) Application Name	2b(2) Cable Description (e.g., fiber optic, coaxial, twisted pair)	2b(3) Acquisition Mechanism (Purchase, rental, backup, etc.)	2b(4) Name, Address and Telephone No. of Supplier or Vendor	2b(5) Specifications (capacity, length, connector type)	2b(6) Special Requirements
2c(1) Application Name	2c(2) Software Description	2c(3) Acquisition Mechanism (Purchase, rental, backup, etc.)	2c(4) Name, Address and Telephone No. of Supplier or Vendor	2c(5) Specifications (version, parameters e.g.,checks, sums, parity indicators)	2c(6) Special Requirements
2d(1) Application Name	2d(2) Carrier Description (Name of Carrier)	2d(3) Acquisition Mechanism (Purchase, rental, backup, etc.)	2d(4) Name, Address and Telephone No. of Supplier or Vendor	2d(5) Specifications (i.e., dedicated or leased)	2d(6) Special Requirements

2e Procedure (Name or Description)	Location

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Identification of Alternate Supply Sources

WORKSHEET W2.4.3
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Type of Material/Resource:

3. Primary Supply Source
Vendor/Organization:

Address/Phone No.:

Point of Contact:

4. Alternate Supply Source(s)

Vendor/Organization:

Address/Phone No.:

Point of Contact:

Contract/Agreement Maintained:
☐ Yes ☐ No

Estimated Lead-Time to
Deliver Materials (Hours, Days):

Location: _____

Minimum Estimated Initial
Supply Requirements:

Vendor/Organization:

Address/Phone No.:

Point of Contact:

Contract/Agreement Maintained:
☐ Yes ☐ No

Estimated Lead-Time to
Deliver Materials (Hours, Days):

Location: _____

Minimum Estimated Initial
Supply Requirements:

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Identification of Auxiliary Environmental Controls Support

WORKSHEET W2.4.4
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Type of Environmental Control:

3. Functional Requirements:

4. Equipment/Service Supply Source

a. Vendor/Organization	b. Equipment or Service Provided	c. Delivery Lead-Time

5. Additional Information:

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Recovery of Software/Data/Documentation/Supplies --From On-Site Storage--

WORKSHEET W2.5.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. a. On-site storage location (s): _____
_____
b. Requirements for obtaining access to storage location(s): _____
_____
_____
c. Team responsible for coordinating retrieval:_____
_____

3. a. The _____ Team will provide the list of items to be retrieved.

b. Ensure listing indicates:
- Inventory tracking number for each item (if appropriate)
- Media type software/data stored on (e.g., tape, disk)
- Number of copies of documentation
- Other: _____

4 a. If items are being sent to the alternate processing location, contact the _____ Team to coordinate activities.

b. Areas to discuss with this team include:
- Transporting items to the alternate site
- Amount of time required to retrieve items from storage
- Labeling/packaging items
- Other: _____

5. Obtain carts/containers/etc. for transporting items from: _____
_____

6. Deliver items to required location. Contact the _____ Team after items have been delivered.

7. a. Team responsible for ensuring original or replacement copies of the items are returned to on-site storage:
_____

b. Time frame within which items must be returned: _____

c. Contact the _____ Team after items have been returned.

8 Comments: _____
_____
_____
_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Recovery of Software/Data/Documentation/Supplies --From Off-Site Storage--

WORKSHEET W2.5.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. a. Off-site storage location(s): _____
   b. Requirements for obtaining access to storage location: _____
   _____
   c. Approximate time to transport items back to installation: _____
   d. Approximate time to transport items to alternate processing location: _____
   e. Individual responsible for coordinating retrieval: _____

3. a. The _____ Team will provide the list of items to be retrieved.
   b. Ensure listing indicates:
   - Inventory tracking number for each item
   - Media type software/data stored on (e.g., tape, disk)
   - Number of copies of documentation
   - Other: _____

4. a. If items are being sent to the alternate processing location, contact the _____ Team to coordinate activities.

   b. Areas to discuss with this team include:
   - Transporting items to the alternate site
   - Labeling/packaging items
   - Other: _____
   - Whether to transport items directly to alternate site, or to bring items back to installation and ship with other items going to the alternate site

5. a. Primary/secondary method of transporting items: _____
   b. Office to contact to arrange transportation methods:
   _____
   c. Directions to off-site storage location or where directions are stored: _____
   _____Map available from: _____
   d. Team to contact when arrive at/depart from off-site storage: _____

6. a. Inform point-of-contact (_____) at the off-site storage location of the situation.
   b. Areas to discuss include:
   - Individuals who will be retrieving items
   - When individuals arrive
   - Labeling/packaging requirements
   - Whether the storage location can begin to assemble items to be retrieved
   - Other: _____

7. Deliver items to necessary location. Contact the _____ Team after items have been delivered.

8. a. Team responsible for ensuring original or replacement of the items are returned to off-site storage:
   b. Time frame within which items must be returned: _____
   c. Contact the _____ Team after items have been returned.

9. Comments: _____
   _____
   _____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Recovering Work-In-Progress

WORKSHEET W2.5.3
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2a. Recovery Function/Utility	b. Resources Required	c. Location of Procedures	d. Individuals with Required Technical Knowledge

3. Comments: _____

_____

_____

_____

_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Evacuation Announcement Methods

WORKSHEET W2.6.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Primary Method of Announcement

a. Description: _____

_____

b. Location of necessary equipment: _____

_____

c. Individual(s) responsible for making announcement: _____

_____

Alternate(s): _____

_____

d. Comments (e.g., provisions for evacuating handicapped personnel): _____

_____

_____

3. Secondary Method of Announcement

a. Description: _____

_____

b. Location of necessary equipment: _____

_____

c. Individual(s) responsible for making announcement: _____

_____

Alternate(s): _____

_____

d. Comments (e.g., provisions for evacuating handicapped personnel): _____

_____

_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Installation Evacuation Schedule

WORKSHEET W2.6.2
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of_____

e. Installation: _____ Location: _____ Date: _____

2. a. Evacuation Schedule Category: _____

b. ☐ Entire Installation ☐ Individual Building; Name: _____

c. Criteria	**d. Departures Announcement Time (Minutes After Beginning)***

e. Individual Building: Name: _____

f. Criteria	**g. Departures Announcement Time (Minutes After Beginning)***

h. Individual Building: Name: _____

i. Criteria	**j. Departures Announcement Time (Minutes After Beginning)***

* Verify that egress is possible before announcing departure.

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Evacuation Procedures: Shutting-Down the Installation

WORKSHEET W2.6.3
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. Installation Shut-Down Activities:

a. Activity: _____

b. Person/Position with Primary Responsibility: _____

c. Alternate(s): _____ _____
_____ _____

d. Comments: _____
_____
_____
_____

---

a. Activity: _____

b. Person/Position with Primary Responsibility: _____

c. Alternate(s): _____ _____
_____ _____

d. Comments: _____
_____
_____

---

a. Activity: _____

b. Person/Position with Primary Responsibility: _____

c. Alternate(s): _____ _____
_____ _____

d. Comments: _____
_____
_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Resuming Normal Operation: Procurement of Replacement Equipment/Supplies

WORKSHEET W2.7.1
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2.

a. Equipment/Supply Name: _____

b. Vendor/Supplier: _____ c. Replacement Time: _____

d. Alternate Vendor/Suppliers:
_____
_____
_____

e. Replacement Time: _____

f. Requisition/Procurement Requirements: _____
_____
_____

g. Requisition Forms Available from: _____

h. Comments: _____
_____
_____
_____

---

a. Equipment/Supply Name: _____

b. Vendor/Supplier: _____ c. Replacement Time: _____

d. Alternate Vendor/Suppliers:
_____
_____
_____

e. Replacement Time: _____

f. Requisition/Procurement Requirements: _____
_____
_____

g. Requisition Forms Available from: _____

h. Comments: _____
_____
_____
_____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Resuming Normal Operation: Installation Clean-Up

WORKSHEET W2.7.2
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

2. a. Damage Type: _____
   b. Vendor/Installation Personnel
   Responsible for Clean-Up: _____
   _____
   _____

   c. Procurement of Vendor Requirements: _____
   _____
   _____

   d. Supplies Required/Availability/Order Requirements: _____
   _____
   _____
   _____

   e. Comments: _____
   _____
   _____
   _____

---

   a. Damage Type: _____
   b. Vendor/Installation Personnel
   Responsible for Clean-Up: _____
   _____
   _____

   c. Procurement of Vendor Requirements: _____
   _____
   _____

   d. Supplies Required/Availability/Order Requirements: _____
   _____
   _____
   _____

   e. Comments: _____
   _____
   _____
   _____

DEPARTMENT OF ENERGY DISASTER RECOVERY PROGRAM

Resuming Normal Operation: Acceptance and Security Testing

WORKSHEET W2.7.3
Page_____
of_____

1. Installation: _____ Location: _____ Date: _____

Prior to allowing the operational use of the installation after a disaster, the following steps may have to be taken. It is up to the certifying official (_____) to determine which of the steps listed below will be performed. The tests should be performed in the order indicated below, but this order may be modified at the discretion of the certifying official based on personnel or time requirements. If the certifying official determines that a complete new certification is required, then each of these steps should be performed in its entirety. The information provided below will point to the location of the methodologies previously chosen to perform the different tasks.

The documentation resulting from each test should be provided to the certifying official. This documentation should identify any failures or areas of concern, as well as any perceived flaws in the testing procedures followed.

	Methodology	Source/ Location	Responsible Individual and Alternate	Comments
2. RISK ASSESSMENT				
3. FUNCTIONAL/ PERFORMANCE TESTS Hardware				
Software				
4. SECURITY TESTS Physical				
Communications				
Computer				
Environmental				
5. CERTIFICATION				