Business Continuity Plan Exercise
"A successful exercise uncovers and documents problems."

After Action Report

This After Action Report is intended to aid in business continuity plan evaluation and improvement by registering situation-response interactions, analyzing critical functions, determining coping strategy effectiveness and efficiency, and proposing adjustments and recommendations.

Exercise Overview

Business Continuity Plan Exercised: [NAME OF PLAN EXERCISED, EX. OCEAN SCIENCES DEPARTMENT]

Date of Exercise: [DATE EXERCISED]

Location: [LOCATION WHERE EXERCISE OCCURRED]

Exercise Participants: [LIST PARTICIPANTS]

Exercise Type: [EX. ACTUAL EVENT OR TABLETOP EXERCISE]

Exercise Setting: [DESCRIBE SETTING, EX. EXERCISE HELD AS A DEPARTMENT MEETING]

Exercise Overview: [DESCRIBE THE ACTUAL EVENT OR TABLETOB EXERCISE]

Summary

[PLEASE PROVIDE A SUMMARY OF WHAT YOU LEARNED DURING THIS EXERCISE. YOU MAY WANT TO CONSIDER THE FOLLOWING:
- HOW WELL DID YOUR PLAN WORK?
- WHAT WERE YOUR PLAN'S SUCCESSES?
- DESCRIBE ANY LIMITATIONS OF YOUR BC PLAN THAT WERE IDENTIFIED?
- DESCRIBE HOW THE EXERCISE FAMILIARIZED DEPARTMENT STAFF WITH THEIR ROLE IN CONTINUING CRITICAL FUNCTIONS?
- DESCRIBE HOW THE EXERCISE TESTED YOUR DEPARTMENT'S ABILITY TO COMMUNICATE?
- DESCRIBE OTHER AND/OR GENERAL LESSONS LEARNED?]

Discovery
Description of issues discovered during the exercise.

[LIST ISSUE HERE]
[LIST ISSUE HERE]
[LIST ISSUE HERE]
[LIST ISSUE HERE]
[LIST ISSUE HERE]

Corrective Action
As a result of the exercise, the following revisions were made to the Business Continuity Plan.

[FOR EACH *RESOLVED* ISSUE ABOVE, DESCRIBE SPECIFICALLY HOW THE BUSINESS CONTINUITY PLAN HAS BEEN REVISED.]

Action Items
As a result of the exercise, the following Action Items are in progress and have been added to the Business Continuity Plan.

[CREATE AN ACTION ITEM IN *POLYREADY* FOR EACH *UNRESOLVED* ISSUE ABOVE (SEE ACTION ITEM SUMMARY TAB IN *POLYREADY*). LIST THOSE ACTION ITEMS HERE AND DESCRIBE THEIR TIMELINE FOR COMPLETION.]

_____   _____

Department Head(s)   Date

_____   _____

Business Continuity Analyst   Date