**Continuity of Operations Tabletop Exercise**

**Participant Feedback Form**

*Please help us document today’s important findings. Record your answers in the spaces provided and leave this form with the facilitator before exiting.*

1. Overall, what are some strengths regarding our ability to prioritize and maintain essential functions during an emergency?

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1. What shortfalls or planning gaps exist in the following areas:
   1. COOP Plan activation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. Communicating with employees

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* 1. Resuming essential functions & personnel

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* 1. Utilizing alternate facilities

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* 1. Establishing lines of succession/authority

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* 1. Communicating with the public

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* 1. Other

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1. What recommendations do you have to improve our COOP planning efforts?

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***Thank you for your valued participation.***