

Response Activity Matrix (RAM)

Phase	Activation Level	Activity	BCP/DRI	FEMA
Routine (Yellow)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer	Awareness <input type="checkbox"/> Identify entity or organization <input type="checkbox"/> Identify business/functional units <input type="checkbox"/> Identify functional components <input type="checkbox"/> Identify vulnerabilities, and hazards (functional analysis) <ul style="list-style-type: none"> • Civil, Economic, Natural, Technological • Secondary & Subsequent <input type="checkbox"/> Determine acceptable risks <input type="checkbox"/> Perform planning inventory <input type="checkbox"/> Establish a 'hot-list' for early, critical information flow <input type="checkbox"/> Perform a needs assessment Planning (Determination of) <input type="checkbox"/> Authority, responsibility, obligations and capabilities <input type="checkbox"/> Duties per organization, condition and phase <input type="checkbox"/> Standard/Suggested operating procedures <input type="checkbox"/> Inventory of resource and resource packages <input type="checkbox"/> Review and update Promotion (Improving operations, processes and facilities) Prevention/Reduction of effects (mitigation/address weaknesses) <ul style="list-style-type: none"> • Mitigation <ul style="list-style-type: none"> <input type="checkbox"/> Financial <input type="checkbox"/> Operational (Authority, coordination, procedures) <input type="checkbox"/> Resources (Acquire, assign, coordinate) <input type="checkbox"/> Structural (Build, change, relocate, remove) • Monitoring <ul style="list-style-type: none"> <input type="checkbox"/> Assign the responsibility of collecting Situation Status (SITSTAT) for specific threat(s) and to establish communication with the appropriate stakeholder members <input type="checkbox"/> Assign responsibility for Resource Status (RESTAT) • Communication <ul style="list-style-type: none"> <input type="checkbox"/> On-Scene Commander (First person on the scene) takes charge until relieved by proper authority and notifies the 'communication center' <input type="checkbox"/> Communication center communicates changes to predefined points of contact (stakeholders) • Action <ul style="list-style-type: none"> <input type="checkbox"/> Carry out actions and procedures as stated in the plan for the specific condition Learning <input type="checkbox"/> Training <input type="checkbox"/> Exercise (<i>review and update plan as necessary</i>) <input type="checkbox"/> Evaluation (<i>review and update plan as necessary</i>)	Project Initiation and Management Risk Evaluation and Control Business Impact Analysis Develop Business Continuity Strategies Emergency Response and Operations Planning Develop and Implement Business Continuity Plans Maintain and Exercise Business Continuity Plan Public Relations and Crisis Coordination Coordination with Public Authorities Awareness and Training Programs	Preparedness
		Alert (Orange)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer <i>with technical support</i> *On-Scene Commander *Incident Manager	Notification (Early information will come mostly from the 'hot-list') <input type="checkbox"/> Assign an Incident/Case manager to acquire, confirm and analyze information <ul style="list-style-type: none"> • Internal (consider actions) <ul style="list-style-type: none"> <input type="checkbox"/> People (Shelter/evacuate/temporarily relocate) <input type="checkbox"/> Facility <input type="checkbox"/> Assets/Processes • External <ul style="list-style-type: none"> <input type="checkbox"/> Adjunct organizations (contractors, suppliers, vendors) <input type="checkbox"/> Regulatory agencies <input type="checkbox"/> Responders Alert (Some movement of resources may occur) <input type="checkbox"/> Stand-by (no deployment) <input type="checkbox"/> Staging (deployment to area)
Response (Red)	Moderate: Partial Activation Full EOC, EOF, or ECC activation	<input type="checkbox"/> Establish command at the incident site, as needed <input type="checkbox"/> Evaluate the situation <input type="checkbox"/> Commit resources <input type="checkbox"/> Evaluate objectives and prioritize tasks <input type="checkbox"/> Utilize and maintain the local Incident Management System	Execution Phase	
Period of Stabilization (Purple)	Moderate: Partial Activation	<input type="checkbox"/> Evaluation <input type="checkbox"/> Review of operations <input type="checkbox"/> Consider change of command <input type="checkbox"/> Demobilization of resources <input type="checkbox"/> Preliminary damage assessment		
Recovery (Blue)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer <i>with technical support</i> *Recovery Task Force	Initial <input type="checkbox"/> Damage assessment <input type="checkbox"/> Critical Incident Stress Management <input type="checkbox"/> Clean-up <input type="checkbox"/> Salvage		Recovery
		Long-term <input type="checkbox"/> Re-entry <input type="checkbox"/> Preliminary functional/hazard analysis <input type="checkbox"/> Relocation <input type="checkbox"/> Prevention/Reduction of effects <input type="checkbox"/> Resumption of operations <ul style="list-style-type: none"> • Review <ul style="list-style-type: none"> <input type="checkbox"/> Incident <input type="checkbox"/> Response 		Mitigation
Routine Post-Event (Green)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer	Review <input type="checkbox"/> Recovery <input type="checkbox"/> Mitigation Learning update <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Evaluation		Preparedness