

## Response Activity Matrix (RAM)

Phase	Activation Level	Activity	BCP/DRI	FEMA
<b>Routine</b> (Yellow)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer	<b>Awareness</b> <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"> <li>• Civil, Economic, Natural, Technological</li> <li>• Secondary &amp; Subsequent</li> </ul> <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 <b>Planning</b> (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 <b>Promotion</b> (Improving operations, processes and facilities) <b>Prevention/Reduction of effects</b> (mitigation/address weaknesses) <ul style="list-style-type: none"> <li>• Mitigation                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial</li> <li><input type="checkbox"/> Operational (Authority, coordination, procedures)</li> <li><input type="checkbox"/> Resources (Acquire, assign, coordinate)</li> <li><input type="checkbox"/> Structural (Build, change, relocate, remove)</li> </ul> </li> <li>• Monitoring                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Assign the responsibility of collecting Situation Status (SITSTAT) for specific threat(s) and to establish communication with the appropriate stakeholder members</li> <li><input type="checkbox"/> Assign responsibility for Resource Status (RESTAT)</li> </ul> </li> <li>• Communication                             <ul style="list-style-type: none"> <li><input type="checkbox"/> On-Scene Commander (First person on the scene) takes charge until relieved by proper authority and notifies the 'communication center'</li> <li><input type="checkbox"/> Communication center communicates changes to predefined points of contact (stakeholders)</li> </ul> </li> <li>• Action                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Carry out actions and procedures as stated in the plan for the specific condition</li> </ul> </li> </ul> <b>Learning</b> <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
		<b>Alert</b> (Orange)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer <i>with technical support</i> *On-Scene Commander *Incident Manager	<b>Notification</b> (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"> <li>• Internal (consider actions)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> People (Shelter/evacuate/temporarily relocate)</li> <li><input type="checkbox"/> Facility</li> <li><input type="checkbox"/> Assets/Processes</li> </ul> </li> <li>• External                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Adjunct organizations (contractors, suppliers, vendors)</li> <li><input type="checkbox"/> Regulatory agencies</li> <li><input type="checkbox"/> Responders</li> </ul> </li> </ul> <b>Alert</b> (Some movement of resources may occur) <input type="checkbox"/> Stand-by (no deployment) <input type="checkbox"/> Staging (deployment to area)
<b>Response</b> (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	
<b>Period of Stabilization</b> (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		
<b>Recovery</b> (Blue)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer <i>with technical support</i> *Recovery Task Force	<b>Initial</b> <input type="checkbox"/> Damage assessment <input type="checkbox"/> Critical Incident Stress Management <input type="checkbox"/> Clean-up <input type="checkbox"/> Salvage		Recovery
		<b>Long-term</b> <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"> <li>• Review                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Incident</li> <li><input type="checkbox"/> Response</li> </ul> </li> </ul>		Mitigation
<b>Routine Post-Event</b> (Green)	Dispatcher, Duty Officer, Help Desk Safety Officer, or Security Officer	<b>Review</b> <input type="checkbox"/> Recovery <input type="checkbox"/> Mitigation <b>Learning update</b> <input type="checkbox"/> Training <input type="checkbox"/> Exercise <input type="checkbox"/> Evaluation		Preparedness