

Acronyms & Definitions

Acronyms

Table 1
Acronyms

Acronym	Term
AAR	After-Action Report
BIA	Business Impact Analysis
BPA	Business Process Analysis
CAG	Continuity Advisory Group
CAP	Corrective Action Program
CET	Continuity Evaluation Tool
COG	Continuity of Government
COGCON	Continuity of Government Readiness Conditions
COOP	Continuity of Operations
CWG	Continuity Working Group
DHS	Department of Homeland Security
ECG	Enduring Constitutional Government
EOC	Emergency Operations Center
ERG	Emergency Relocation Group
ESF	Essential Supporting Function
FCD	Federal Continuity Directive
FEB	Federal Executive Board
FEMA	Federal Emergency Management Agency
HSAS	Homeland Security Advisory System
HSPD	Homeland Security Presidential Directive
IP	Improvement Plan
IT	Information Technology
MEF	Mission Essential Function
MOA/MOU	Memorandum of Agreement/Memorandum of Understanding
NCC	National Continuity Coordinator
NCP	National Continuity Programs
NCS	National Communications System
NEF	National Essential Function
NEP	National Exercise Program
NGO	Non-Governmental Organization
NIMS	National Incident Management System
NIPP	National Infrastructure Protection Plan
NPS	National Planning Scenarios
NRF	National Response Framework
NSF	Non-Essential Supporting Function
NSPD	National Security Presidential Directive
OEP	Occupant Emergency Plan
PMEF	Primary Mission Essential Function
POC	Point of Contact
RPO	Recovery Point Objective
RTO	Recovery Time Objective
SIP	Shelter-In-Place
STTEF	State, Territorial, Tribal Essential Functions
TT&E	Test, Training, and Exercise
WMD	Weapons of Mass Destruction

Definitions

Table 2
Definitions

Term	Definition
Advance Team	A group of people assigned responsibility for preparing the alternate facility for operations once the activation decision has been made.
Activation	The implementation of business continuity procedures, activities and plans in response to an incident, emergency, or disaster.
After-Action Report	A narrative report that presents issues found during an incident or exercise along with recommendations on how those issues can be resolved.
Alert	A formal notification that an incident, emergency, or disaster has occurred which may require activation of the COOP Plan.
Alternate Site (Alternate Facility)	<ol style="list-style-type: none"> 1. A site held in readiness for use during an incident, emergency, or disaster to maintain the continuity of an organization's vital services or essential functions. Alternate sites may be 'cold', 'warm' or 'hot'. This type of site is also known as a Recovery Site. 2. An alternate work site that provides the capability to perform minimum essential departmental or jurisdictional functions until normal operations can be resumed.
All-hazards	The spectrum of all types of hazards including accidents, technological events, natural disasters, terrorist attacks, warfare, and chemical, biological including pandemic influenza, radiological, nuclear, or explosive events.
Alternate Facility Manager	The individual responsible for the alternate facility during periods of normalcy and who, upon activation of the COOP, may be required to take actions to ensure that the alternate facility is prepared for occupancy by the COOP contingency staff.
Alternate Operating Facility	Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity situation.
Availability Management	The process to ensure resources (people, facilities, equipment, materials, functions, technology, and information) will be available for delivering agency services and functions by determining the availability requirements for services and functions, identifying assets needed to maintain essential functions, working to ensure that those availability requirements are met in a cost-effective way, maintaining essential functions during an emergency, and recovering those functions to their operational state after an emergency
Business Driver Impact Analysis	Management-level analysis of the impact over time of not performing a service or function for specific business drivers.
Business Impact Analysis (BIA)	<ol style="list-style-type: none"> 1. The management-level analysis by which an organization assesses the quantitative and qualitative impacts, effects and loss that might result if the organization were to suffer an incident, emergency, or disaster. The findings from a BIA are used to make decisions concerning vital service and essential function continuity strategies and solutions. 2. A method of identifying the effects of failing to perform a function or requirement. 3. A process designed to prioritize business functions by assessing the potential quantitative (financial) and qualitative (non-financial) impacts that might result if an organization was to experience a disruptive event.
Business Process Analysis (BPA)	A method of examining, identifying, and mapping the functional processes, workflows, activities, personnel expertise, systems, data, and facilities inherent to the execution of a function or requirement.
Catastrophic Emergency	Any incident, regardless of location, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the U.S. population, infrastructure, environment, economy, or government functions.
Catastrophic Event	An emergency event that renders a department's or jurisdiction's primary facility unusable for a sustained period of up to or exceeding 30 days.
Communications	Voice, video, and data capabilities that enable the leadership and staff to conduct the mission essential functions of the organization. Robust communications help ensure that the leadership receives coordinated, integrated policy and operational advice and recommendations and will provide the ability for governments and the private sector to communicate internally and with other entities (including with other Federal agencies, State, local, territorial, and Tribal governments, and the private sector) as necessary to perform their Mission Essential Functions.
Contingency Staff/Team	The personnel of the department or jurisdiction who are designated to report to the alternate facility during COOP implementation to ensure that the department or jurisdiction is able to perform its essential functions.
Continuity	An uninterrupted ability to provide services and support, while maintaining organizational viability, before, during, and after an event.

Term	Definition
Continuity Capability	The ability of an organization to continue to perform its essential functions, using Continuity of Operations and COG programs and continuity requirements that have been integrated into the organization's daily operations, with the primary goal of ensuring the preservation of our form of government under the Constitution and the continuing performance of NEFs under all conditions. Building upon a foundation of continuity planning and continuity program management, the pillars of a continuity capability are leadership, staff, communications, and facilities.
Continuity Coordinators	At the Federal level these are representatives of executive branch departments and agencies at the assistant secretary (or equivalent) level. At the Non-Federal Entity level, these are the senior representatives tasked with coordinating the organizations continuity program.
Continuity Facilities	Locations, other than the primary facility, used to carry out essential functions, particularly in a continuity situation. "Continuity facilities" refers to not only other locations, but also nontraditional options such as working at home ("teleworking"), telecommuting, and mobile-office concepts.
Continuity of Government (COG)	<ol style="list-style-type: none"> 1. The process of ensuring continued constitutional governance during an emergency. In Washington, this process is the responsibility of the Governor's Office. 2. Measures taken by a government to continue to perform required functions during and after a severe emergency. COG is a coordinated effort within each branch of the government to continue its minimum essential responsibilities in a catastrophic emergency.
Continuity of Operations (COOP)	<ol style="list-style-type: none"> 1. The activities of individual departments and agencies and their sub-components to ensure that their essential functions are performed throughout an emergency situation and its short-term aftermath. This includes plans and procedures that: <ul style="list-style-type: none"> ▪ delineate essential functions; ▪ specify succession to office and the emergency delegation of authority; ▪ provide for the safekeeping of critical records and databases; ▪ identify alternate operating facilities; ▪ provide for interoperable communications; ▪ ensure personnel readiness ▪ validate COOP capability through tests, training, and exercises. 2. An internal effort within individual components of a government to ensure the capability exists to continue essential component functions across a wide range of potential emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.
Continuity of Operations (COOP) Emergency Response Team	The individuals, identified by position, within the state department or local jurisdiction who are responsible for ensuring that essential functions are performed in an emergency and for taking action to facilitate that performance.
Continuity of Operations Plan	A plan at the agency level that ensures the agency can continue or recover its vital services in the event of a disaster or an emergency.
Continuity of Operations Planning	The process that allows organizations to preserve, maintain, and/or reconstitute their capability to perform essential functions in the event of threat or occurrence of any disaster or emergency that could potentially disrupt operations and services
Continuity Program Management Cycle	An ongoing, cyclical model of planning, training, evaluating, and implementing corrective actions for continuity capabilities.
Critical Customers	Organizations or individuals for which a state department or local jurisdiction performs mission-essential functions.
Critical Infrastructure	An interdependent network of vital physical and information facilities, networks, and assets, including in the telecommunications, energy, financial services, water, and transportation sectors, that private business and the Government rely upon (including for the defense and national security of the United States). Critical infrastructures are those systems and assets so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security (including national economic security) and/or national public health or safety.
Critical Infrastructure Protection (CIP)	Risk management actions intended to prevent a threat from attempting to, or succeeding at, destroying or incapacitating the transportation agency's critical infrastructures.
Critical Staff (see also Essential Personnel)	Staff required to maintain a vital service or essential function at a minimal level during an incident, emergency, or disaster.
Deferrable Mission	A function for which the agency or organization is responsible, that does not need to be performed during a disruption or crisis and therefore performance can be deferred until after the disruption or crisis is over.
Deferrable Supporting Activity	An activity for which the agency or organization is responsible, that does not need to be performed during a disruption or crisis and therefore performance can be deferred until after the disruption or crisis is over.

Term	Definition
Delegation of authority	<ol style="list-style-type: none"> 1. Identification by position, the authorities for making policy determinations and decisions at headquarters, field levels, and other organizational levels as appropriate. Generally, the pre-determined delegations of authority will take effect when special skills are required and normal channels of direction are disrupted and terminate when these channels have resumed. The delegations are used to address specific competency requirements related to one or more vital service or essential function. 2. An official mandate calling on the individual holding a specific position to assume responsibilities and authorities not normally associated with that position when specified conditions are met.
Dependency	The reliance, directly or indirectly, of one activity or process upon another.
Devolution	The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.
Drive-Away Kit	A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. The kit contains items needed to minimally satisfy an individual's personal and professional needs during deployment.
Emergency	<ol style="list-style-type: none"> 1. A sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with normal activities and which, therefore, requires immediate attention and remedial action. 2. A sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from localized events that affect a single office in a building, to human, natural, or technological events that damage, or threaten to damage, local operations. An emergency could cause the temporary evacuation of personnel or the permanent displacement of personnel and equipment from the site to a new operating location environment.
Emergency Coordinator	The key senior official appointed within an organizational element or higher, who serves as the coordinator for all National Response Framework (NRF) and National Incident Management System (NIMS) continuity of operations related issues.
Emergency Management	The processes to reduce the vulnerability of the agency from any emergency (a situation involving natural phenomena, disasters, casualties, national defense or security measures, etc.) by: establishing capabilities for protecting the agency and its employees from the effects of emergencies or disasters; responding efficiently to emergencies and disasters; and assisting in recovering in the aftermath of any emergency or disaster.
Emergency Operating Records	Records that support the execution of an agency's essential functions.
Emergency Relocation Group (ERG)	Pre-designated staff who move to a relocation site to continue essential functions in the event that their normal work locations are threatened or have been incapacitated by an incident. The ERG is composed of an advance team plus emergency personnel.
Equipment Needs	Specialized equipment required for the ongoing operation of essential functions
ERG Member	A person who has been assigned responsibility to report to an alternate site, as required, to perform organizational essential functions or other tasks related to continuity of operations.
Essential Function	<ol style="list-style-type: none"> 1. The critical activities performed by organizations especially after a disruption of normal activities. There are four categories of essential functions: National Essential Functions, Primary Mission Essential Functions, Mission Essential Functions, and Essential Supporting Functions. 2. Functions that enable an agency to: provide vital services; maintain the safety and well being of employees, contractors, customers, and the general public; and sustain the economic base in an emergency. 3. Those functions, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise necessary to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.
Essential Operations	Those operations, stated or implied, that state departments and local jurisdictions are required to perform by statute or executive order or are otherwise deemed necessary.
Essential Personnel (see also Critical Staff)	Staff of the department or jurisdiction that are needed for the performance of the organization's mission-essential functions.
Essential Resources	Resources that support the organization's ability to provide vital services, exercise civil authority, maintain the safety and well-being of the general populace, and sustain the Nation's industrial and economic bases during an emergency.
Essential Supporting Functions (ESFs)	Specific supporting functions an organization must conduct in order to perform its Mission Essential Functions.

Term	Definition
Exercise	An announced or unannounced execution of business continuity plans intended to implement existing plans and/or highlight the need for additional plan development. A way of testing part of a COOP Plan. An exercise may involve invoking COOP procedures but is more likely to involve the simulation of an incident, emergency, or disaster in which participants role-play in order to assess what issues may arise, prior to a real invocation.
Exercise Types	<p>Technical Unit Exercise: Service teams independently test robustness and recovery technologies. These tests impact production services and are usually conducted during scheduled maintenance periods.</p> <p>Tabletop Exercise: DR Team members demonstrate their familiarity with their DR functions by role playing an event while all in the same room. All activities that would take place outside of the room are simulated. This type of exercise is used for DR Team training and early plan testing.</p> <p>Walk-through Exercise: DR Team members, service recovery and restoration staff, and selected impacted parties (e.g. L&I EMP or vendors) role play an event in live environment. On-site inspections, phone or email messages to participants, and broadcast messages to participants are conducted as fully as reasonable, without impacting production operations. Walk-through exercises may include the DR Team and L&I IS staff as a minimum and may be coordinated with regional disaster drills, involving government, public services, and utility providers.</p>
Facilities	Locations where an organization's leadership and staff operate. Leadership and staff may be co-located in one facility or dispersed across many locations and connected by communications systems. Facilities should be able to provide staff with survivable protection and should enable continued and endurable operations.
Facility Needs	Facilities required to house staff during an incident, emergency, or disaster in support of essential functions.
Federal Continuity Directive (FCD)	A document developed and promulgated by DHS, in coordination with the Continuity Advisory Group (CAG) and in consultation with the Continuity Policy Coordination Committee (CPCC), which directs Federal executive branch departments and agencies to carry out identified continuity planning requirements and assessment criteria.
Function	Activity that supports service delivery.
Full Rehearsal	A simulation exercise involving an incident, emergency, or disaster where the organization or some of its component parts are suspended until the exercise is completed.
Go Kit	An easily transportable package of materials, technology, and vital records that can be taken by personnel departing for the alternate facility to ensure their ability to establish and maintain essential operations.
Government Functions	The collective functions of the heads of agencies as defined by statute, regulations, presidential direction, or other legal authority, and the functions of the legislative and judicial branches.
Homeland Security Advisory System	A series of tools used by DHS that provide the public with guidance on the status of the Nation's homeland security. The system combines threat information with vulnerability assessments, and communicates this information to public safety officials and the public. The system includes Homeland Security Threat Advisories, Homeland Security Information bulletins, and the Threat Level System.
Homeland Security Exercise and Evaluation Program (HSEEP)	A capabilities-based and performance-based program that furnishes standardized policies, doctrines, and terminologies for the design, development, performance, and evaluation of homeland security exercises. The NEP uses the HSEEP as a common methodology for exercises. The HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs.
Hot Site	A continuity facility that already has in place the computer, telecommunications, and environmental infrastructure required to recover critical business functions or information systems.
Incident	An occurrence or event, natural or human-caused that requires an emergency response to mitigate the effects of interruptions to service.
Incident Command System (ICS)	<p>A standardized, on-scene, all-hazards incident management approach that:</p> <ul style="list-style-type: none"> ▪ allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure; ▪ enables a coordinated response among various jurisdictions and functional agencies, both public and private; and ▪ establishes common processes for planning and managing resources. <p>The ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.</p>
Infrastructure	A building and all of its supporting services. Infrastructure is usually divided into technology infrastructure (e.g. computers, cabling, telephony, etc.) and real estate infrastructure (e.g. buildings, utility supplies, air conditioning, etc.).

Term	Definition
Interagency Agreements	A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.
Interdependencies	Mutually dependent entities, agencies, or organizations that rely on each other to perform a function, activity, or service.
Interoperability	<ol style="list-style-type: none"> 1. The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies, and to use the services so exchanged so that these organizations can operate together effectively. 2. A condition that is realized among electronic-communications operating systems or grids and/or among individual electronic-communications devices, when those systems and/or devices allow the direct, seamless, and satisfactory exchange of information and services between the users of those systems and devices.
Interoperable communications	Alternate communications that provide the capability to perform essential functions, in conjunction with other agencies, until normal operations can be resumed.
IT Needs	Computer applications, databases, data marts, geo-datasets, specialized IT equipment, and specialized software critical to the ongoing operation of essential functions.
Jurisdiction	Local government geographic areas such as counties, cities, towns, and parishes.
Leadership	The senior decision makers designated to head an agency or Organization.
Management Plan	An operational guide that ensures the implementation, maintenance, and continued viability of the Continuity of Operations Plan.
Mission	Functions that an organization was created or established to perform. An organization's missions generally are unique to the organization and involve the delivery of products or services to the public or other organizations.
Mission-Critical Data	Information essential to supporting the execution of an organization's essential functions.
Mission Essential Functions	The limited set of organization level functions that should be continued throughout, or resumed rapidly after, a disruption of normal activities. Mission Essential Functions support State, Territorial, Tribal Essential Functions.
Mitigation	<ol style="list-style-type: none"> 1. Any sustained action taken to reduce or eliminate the long-term risk to life and property from a hazard event. 2. Ongoing actions to reduce the exposure to, probability of, or potential loss from hazards and to lessen potential effects and consequences of an incident.
Multiyear Strategy And Program Management Plan	A process that ensures the maintenance and continued viability of continuity plans.
National Continuity Coordinator (NCC)	The Assistant to the President for Homeland Security and Counterterrorism is designated as the NCC. The NCC leads the development and coordinates the implementation of continuity policy
National Continuity Policy	Establishes a comprehensive national course of action for the continuity of Government and supporting private sector structures and operations.
National Essential Functions (NEFs)	The eight functions and overarching responsibilities of the Federal Government to lead and sustain the Nation that the President and national leadership will focus on during a catastrophic emergency that, therefore, must be supported through continuity capabilities.
National Exercise Program (NEP)	The NEP is the Nation's overarching exercise program formulated by the National Security Council / Homeland Security Council (NSC/HSC), and executed by the Federal Interagency. All interagency partners have adopted HSEEP as the methodology for all exercises that will be conducted as part of the NEP.
National Incident Management System (NIMS)	A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.
National Planning Scenarios	The NPS depict a diverse set of high consequence threat scenarios of both potential terrorist attacks and natural disasters. (Note: For CGC 2, these scenarios represent a useful starting point in the development of potential threats and hazards.)
Non-Essential Personnel	Staff of the department or jurisdiction who are not required for the performance of the organization's mission-essential functions.
Non-Essential Supporting Functions (NSFs)	Supporting functions that can be deferred until after an emergency has been resolved.
Non-Federal Entities	The State, local, territorial, and Tribal governments, and private sector organizations are referred to as non-federal entities.
Normal Operations	Generally and collectively, "normal operations" refer to the broad functions undertaken by an organization when it is assigned responsibility for a given functional area; these functions include planning and execution of tasks throughout the range of operations.
Occupant Emergency Plan (OEP)	A short-term emergency response program that establishes procedures for safeguarding lives and property.

Term	Definition
Operational Risk	The risk that deficiencies in information systems or internal controls will result in unexpected loss. The risk is associated with human error, system failures and inadequate procedures and controls.
Orders of Succession	<ol style="list-style-type: none"> Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties. The order in which and conditions under which the responsibilities and authorities of a public official are passed to another official when the original holder of the responsibilities and authorities is unable or unavailable to exercise them.
Phase	<p>Phase I (Routine Operations): This type of emergency shouldn't require the use of the Continuity of Operations Plan (COOP) or Emergency Response Plan. This type of emergency happens during normal operations. A Phase I emergency can have the following characteristics:</p> <ul style="list-style-type: none"> ▪ May not interrupt business. ▪ May only minimally interrupt business, 2 to 4 hours. ▪ Needs only a minimum of resources to resume business as usual. <p>Phase II (Enhanced Operations): You may need to use the Continuity of Operations Plan (COOP), Business Continuity Plan and your Emergency Response Plan for this level of an emergency. A Phase II emergency can cause temporary disruptions during business hours. It can have any of the following characteristics:</p> <ul style="list-style-type: none"> ▪ Interrupts business (4 hours or more in a significant part of L&I's business). ▪ May require help from fire fighters or police. ▪ Needs the agency's Incident Commander to be alerted. ▪ Need selected members of the Emergency Response Team to be alerted. ▪ May need a specialized remediation team. <p>Phase III (Full Operations): You will need to use the Continuity of Operations Plan (COOP), Business Continuity Plan, as well as your Emergency Response Plan, for a Phase III emergency. This type of emergency may have a severe impact on business operations. A Phase III emergency may have any of the following characteristics:</p> <ul style="list-style-type: none"> ▪ Totally interrupts business in one or more of the agency's business locations. ▪ Causes major problems during business hours. ▪ May disrupt at least part of a community. ▪ Multiple disruptions of electrical service may occur for several hours possibly up to 72 hours in some areas. ▪ Problems may develop with fuel for transportation (e.g., gasoline for state vehicles or, fuel for delivering supplies to L&I). ▪ Facilities may not be fully operational. ▪ Telecommunications may be disrupted. ▪ Computer systems may be disrupted.
Plan Maintenance	Steps taken to ensure the Continuity of Operation Plan is reviewed regularly and updated whenever major changes occur.
Primary Facility	The site of normal, day-to-day operations; the location where the employee usually goes to work.
Program	A group of related initiatives managed in a coordinated way, so as to obtain a level of control and benefits that would not be possible from the individual management of the initiatives. Programs may include elements of related work outside the scope of the discrete initiatives in the program.
Reconstitution	The process by which the affected transportation agency resumes normal operations from the original or replacement of the primary operating facility.
Recovery	The implementation of prioritized actions required to return an organization's processes and support functions to operational stability following an interruption or disaster.
Recovery Point Objective (RPO)	<ol style="list-style-type: none"> The point in time to which work should be restored following an incident, emergency, or disaster that interrupts/disrupts the business e.g. 'start of day'. The point in time to which data is restored and/or systems are recovered after an outage. (For example: The last back up was done 4 hours before the event, so the system will be restored up to that point. Any data that was entered between when the last backup was completed and the time the system was disrupted is lost.) Because this is an objective, it should reflect the lowest amount of lost data that can be tolerated before impacts escalate.
Recovery Time	The time required to restore performance of a function following a disruption.
Recovery Time Objective (RTO)	An essential output from the BIA that identifies the time by which functions must be recovered in order to avoid significant impacts.
Residual Risk	The level of uncontrolled risk remaining after all cost-effective actions have been taken to lessen the impact and probability of a specific risk or group of risks, subject to the organizations risk appetite.
Resilience	The ability of an organization, staff, system, network, activity or process to absorb the impact of a business interruption, disruption and/or loss and continue to provide a minimum acceptable level of service.

Term	Definition
Resource Protection	An integral part of availability management and a key element to any continuity program. An effective resource protection strategy must address personnel, physical, and information security. When resource protection is carried out in tandem with continuity of operations planning it reduces the likelihood that a security breach will cause an emergency or disaster.
Resumption	1. The implementation of steps to enable the recovery and continuity of an organization's services and functions immediately following an incident, emergency, or disaster. 2. The restart of non-emergency operations at a primary facility following emergency operations at an alternate facility.
Risk	The chance of something happening, measured in terms of probability and consequences. The consequence may be either positive or negative. Risk in a general sense can be defined as the threat of an action or inaction that will prevent an organization's ability to achieve its business objectives. The results of a risk occurring are defined by the impact.
Risk Analysis	The systematic process of identifying the nature and causes of risks to which an organization could be exposed and assessing the likely impact and probability of those risks occurring.
Risk Management	The process of identifying, controlling, and minimizing the impact of events whose consequences are or may be unknown, or events that are themselves fraught with uncertainty.
Risk Management Process	The systematic and documented process of clarifying the risk context and identifying, analyzing, evaluating, treating, monitoring, communicating and consulting on risks.
Risk Mitigation	The application of measure or measures to reduce the likelihood of an unwanted occurrence and/or its consequences.
Scenario	A pre-defined set of incidents, emergencies, disasters and conditions that describe an interruption, disruption or loss related to some aspect(s) of an organization's business for purposes of exercising a plan(s) and the people that would manage the COOP Plan.
Service	Activity carried out directly in response to the agency's mission and legal mandates.
Service Delivery	Activities and processes that provide agency services.
State, Territorial, Tribal Essential Functions (STTEF)	The overarching responsibilities of States, territories, tribes, and local government jurisdictions during and following a crisis which ensure the well being of State, territorial, and tribal communities. State, Territorial, Tribal Essential Functions parallel National Essential Functions.
Structured Walk-through	A type of exercise in which team members physically implement and verbally review each step of a plan to assess its effectiveness, identify enhancements, constraints and deficiencies.
Supporting Functions	Those functions that an agency performs to achieve its mission and to meet legislative mandates. Supporting functions includes Essential Supporting Functions and Non-Essential Supporting Functions.
Survivable Communications	The establishment and maintenance of an assured end-to-end communications path during all phases of a nuclear event.
Tabletop Exercise	A paper feed scenario based method of testing plans, procedures and people.
Telecommuting Locations	Those locations equipped with computers and telephones that enable employees to work at home or at a location closer to their home than their main office.
Telework	The ability to work at a location other than the official duty station, using portable computers, high-speed telecommunications links, and mobile communications devices.
Termination	Actions taken to end operations at an alternate facility and prepare for returning to non-emergency operations at a primary facility.
Test	An activity in which some part of a continuity plan is followed to ensure that the plan contains the appropriate information and produces the desired result. A test is distinct from an exercise in that a test occurs at an alternate site whereas an exercise is generally a simulation.
Test Plan	A schedule of work designed to plan for testing a business continuity plan, people, systems and processes.
Test, Training, and Exercises (TT&E)	Measures to ensure that an agency's COOP program is capable of supporting the continued execution of its essential functions throughout the duration of a COOP situation.
Virtual Offices	A location or environment where employees use portable information technologies and communication packages to do their work.
Vital information Systems	Information systems that are needed to support essential functions during a continuity situation.
Vital Records	Electronic and hardcopy documents, references, and records that are needed to support essential functions during an emergency and to recover full operations following an emergency. The two basic categories of vital records are (1) emergency operating records and (2) rights and interests records.
Vital Service	A service that has been identified as essential to the completion of the agency's mission.
Vulnerability Analysis	A process that defines, identifies, and classifies the susceptibility of a facility, computer, network, or communications infrastructure, to damage or destruction. In addition, a vulnerability analysis can forecast the effectiveness of proposed countermeasures and can evaluate their actual effectiveness after they are implemented.

Term	Definition
Warm Site	A continuity facility that is equipped with some hardware, and communications interfaces, electrical and environmental conditioning which is capable of providing backup after additional provisioning, software or customization is performed.
Weapons of Mass Destruction (WMD)	<ol style="list-style-type: none"> 1. Weapons that are capable of killing a lot of people and/or causing a high-order magnitude of destruction, or weapons that are capable of being used in such a way as to cause mass casualties or create large-scale destruction. WMDs are generally considered to be nuclear, biological, chemical, and radiological devices, but WMDs can also be high-explosive devices. 2. Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or device similar to the above; poison gas; any weapon involving a disease organism; or any weapon designed to release radiation at a level dangerous to human life.
Work-At-Home	When employees carry out their work duties at their residence rather than their official duty station.