

Scenario Update 1

FBIIC/FSSCC Pandemic Flu Exercise

This update covers the **scenario timeline** of
September 24th through October 7th
(Weeks 1 and 2 of the Pandemic)

Note: This exercise is designed to create an opportunity for the participants to experience a series of possible pandemic influenza environments. These scenarios are not necessarily predictive, nor do they represent the official viewpoint of any organization, group, or entity. The exercise is intended to allow the participants and their organizations to explore possible situations and to consider their options for responses and mitigation approaches. The sponsors understand that no scenario can present all aspects of a possible situation, and that there is no way to know definitively the actual circumstances that might be present during a pandemic.

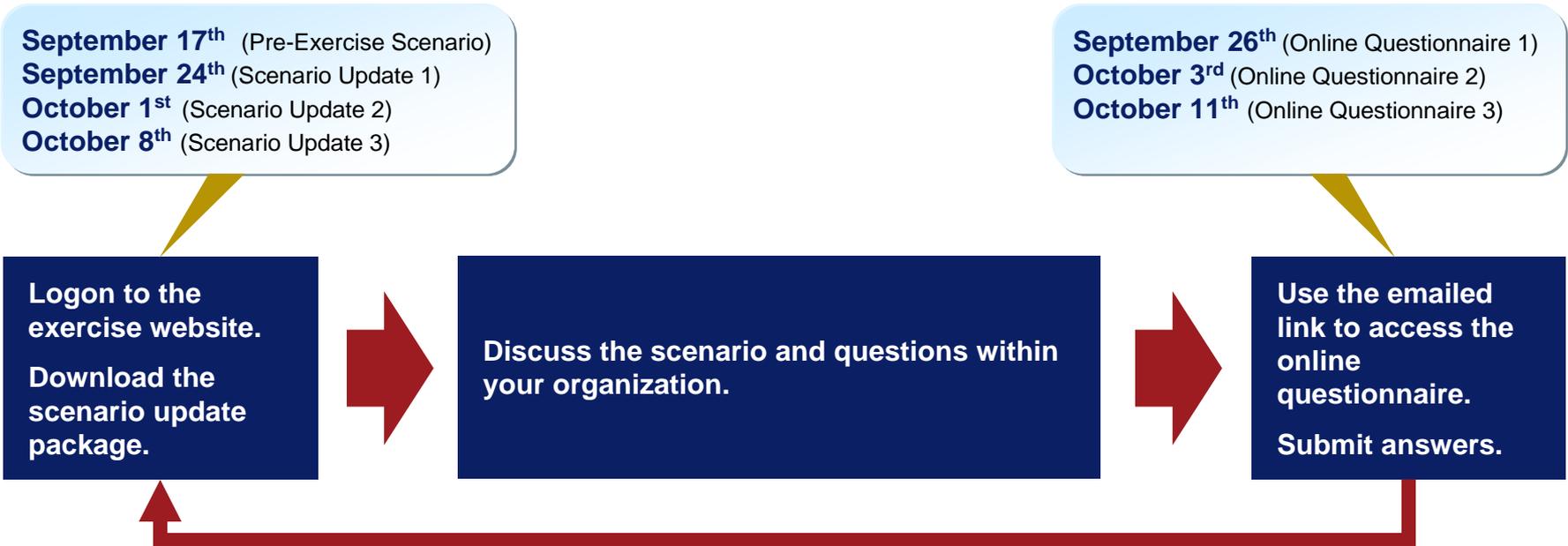
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Exercise Overview

- ▶ **HOW TO PARTICPATE:** Financial organizations within the United States are voluntarily registered for the exercise on the website (www.fspanfluexercise.com). This website serves as the point of distribution for the exercise briefing materials and the scenario information.
- ▶ **WHO SHOULD BE INVOLVED:** This exercise and its accompanying scenario have been designed to be flexible and to allow each organization to engage as many functions as it deems appropriate. These functions may include business continuity, operations, human resources, and even senior leadership decision making.
- ▶ **SCENARIO UPDATE PACKAGE:** The scenario is presented in two formats for your convenience. The first – a detailed briefing – provides the status of the pandemic with details on absenteeism, and economic, market, and societal impacts. The second – a matrix – parallels the briefing but contains less detail for quick reference. Following the matrix are a set of questions designed to assist organizations in exploring the impact of the events described in the scenario on their operations.
- ▶ **FINDING ADDITIONAL INFORMATION:** Background information regarding pandemic influenza, financial services sector preparedness issues, and Federal government roles and responsibilities related to a pandemic, as well as a glossary, are available in the Exercise Briefing Book located on the exercise website. Please note that the exercise will not simulate the provision of regulatory relief.

Exercise Construct/Mechanism



- ▶ On Monday at 9:00am (EDT) each week of the exercise, a scenario update and a set of questions will be released for participants to download via the exercise website (www.fspanfluexercise.com). The point of contact will receive an automatically generated email from fspanfluexercise@surveymonkey.com containing a link for the organization to complete the online questionnaire. Participants will have until 5:00pm (EDT) on Wednesday each week to complete the online questionnaire.
- ▶ The same process and timing will occur each week of the exercise, with the exception of the final week of the exercise. Participant involvement in the exercise will end by 5:00pm (EDT) on Thursday, October 11th (due to the Columbus Day holiday) with each participant's final response to the online questionnaire.

Using the Absenteeism Distribution Information

- ▶ As part of this exercise, we are including absenteeism distribution information for those organizations that wish to simulate at an individual level who will or will not be working during each phase of the pandemic. While the scenario will set the absenteeism in society for each phase, the absenteeism distribution information enables each financial organization to explore the implementation of their business continuity plans against a list of specific staff who are unable to work.
 - Being “absent” in the context of the exercise means that an individual is **unavailable to work**, even if he or she has telecommuting capabilities.
- ▶ Each week, a list of letters of the alphabet will be provided with the exercise materials. These letters represent the first letters of the last names of your employees. Employees whose last names begin with these letters should be considered as absent during the entire period of the next scenario update. If you are participating as a business unit, and not as an entire organization, apply the list of letters to your business unit alone to discover who will be absent.
- ▶ In the exercise, absent individuals are simulated to be absent from their normal roles. Individuals who are part of your exercise team may continue to help your organization participate in the exercise even if the absenteeism distribution information has indicated that they are absent from their normal roles.
- ▶ Please note that the letters indicating the absent individuals will be provided to you a week in advance of when they will be used. This will provide you with an adequate amount of time in which to review your Human Resources records, identify the absent individuals, and determine the distribution of the absent employees among your various departments/units/etc. as appropriate. Do not begin to simulate the absenteeism until you have received the next scenario update.
- ▶ **REMINDER:** During this entire scenario update (September 24th through October 7th), the target absenteeism rate is 25%. Employees with last names beginning with A, E, F, J, K, N, O, Q, T, U, V, X, Y, and Z are simulated to be absent.

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Today's date is October 7th. The information contained here represents all that has happened from September 24th through October 7th.

