

Continuity Plan Template for Non-Federal Governments

[Department/Agency/Organization Name]

[Month Day, Year]

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September 2013

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CONTINUITY PLAN TEMPLATE

This Continuity Plan Template provides a framework for creating a viable continuity plan and focuses on the key continuity planning elements as addressed in Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013, and Continuity Guidance Circular 2 (CGC 2), *Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated October 2013.

The template follows the traditional functional Emergency Operations Plan format detailed in the Federal Emergency Management Agency (FEMA) National Preparedness Directorate's Comprehensive Preparedness Guide 101, *Developing and Maintaining Emergency Operations Plans*, dated November 2010. By following the format presented in this template, organizations will ensure that their continuity plans address the key planning elements that support effective continuity operations during today's all-hazards environment.

An electronic version of this document, in portable document format (PDF) is available on the FEMA website (<http://www.fema.gov/planning-templates>). To request a Microsoft® Word version, please contact the National Continuity Programs, Continuity of Operations Division via e-mail at FEMA-STTLContinuity@fema.dhs.gov. Questions concerning this template may be directed to:

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BASIC PLAN**I. PROMULGATION STATEMENT**

Insert Text Here

II. ANNUAL REVIEW

Insert Text Here

III. RECORD OF CHANGES

Insert Text Here

Change Number	Section	Date of Change	Individual Making Change	Description of Change

IV. RECORD OF DISTRIBUTION

Insert Text Here

Date of Delivery	Number of Copies Delivered	Method of Delivery	Name, Title, and Organization of Receiver

V. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS**A. PURPOSE**

Insert Text Here

B. SCOPE

Insert Text Here

C. SITUATION OVERVIEW

Insert Text Here

D. PLANNING ASSUMPTIONS

Insert Text Here

E. OBJECTIVES

Insert Text Here

F. SECURITY AND PRIVACY STATEMENT

Insert Text Here

VI. CONCEPT OF OPERATIONS

Insert Text Here

A. PHASE I: READINESS AND PREPAREDNESS

Insert Text Here

B. PHASE II: ACTIVATION

Insert Text Here

C. PHASE III: CONTINUITY OPERATIONS

Insert Text Here

D. PHASE IV: RECONSTITUTION OPERATIONS

Insert Text Here

For additional information on reconstitution, see CGC 1, Annex M.

E. DEVOLUTION OF CONTROL AND DIRECTION

Insert Text Here

For additional information on developing a devolution plan, see CGC 1, Annex L. The Devolution of Control and Direction template can be accessed on-line at

<http://www.fema.gov/planning-templates>.

F. PROCEDURES FOR DEVOLVING ESSENTIAL FUNCTIONS TO DERG AT DEVOLUTION SITE

Insert Text Here

VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Insert Text Here

Position	Responsibilities

VIII. DIRECTION, CONTROL, AND COORDINATION

Insert Text Here

IX. DISASTER INTELLIGENCE

Insert Text Here

Information Element	Specific Requirement	Responsible Element	Deliverables	When Needed	Distribution

X. COMMUNICATIONS

Insert Text Here

XI. BUDGETING AND ACQUISITION OF RESOURCES

Insert Text Here

XII. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN (MYSPMP)

Insert Text Here

XIII. PLAN DEVELOPMENT AND MAINTENANCE

Insert Text Here

XIV. AUTHORITIES AND REFERENCES

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ANNEX A. FUNCTIONS

Insert Text Here

A. IDENTIFICATION OF ESSENTIAL FUNCTIONS

Insert Text Here

Organization Mission Essential Functions

Each Insert Text Here

ANNEX B. IDENTIFICATION OF CONTINUITY PERSONNEL

Insert Text Here

For additional information on mission essential functions, see CGC 1, Annex D and CGC 2, Annex A. See CGC 1, Annex J for additional information on continuity personnel rosters.

Function	Title/ Position	Name	Telephone Numbers	Additional Information

ANNEX C. ESSENTIAL RECORDS MANAGEMENT

Insert Text Here

For additional information on essential records management, see CGC 1, Annex I.

Essential Record, File, or Database	Support to Essential Function	Form of Record (e.g., hardcopy, electronic)	Pre- positioned at Continuity Facility	Hand Carried to Continuity Facility	Multiple Storage Location(s) Y/N	Maintenance Frequency

ANNEX D. CONTINUITY FACILITIES

Insert Text Here

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes

For additional information on continuity communications, see CGC 1, Annex H.

ANNEX E. CONTINUITY COMMUNICATIONS

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes
Non-secure Phones					
Secure Phones					
Fax Lines					
Cellular Phones					
Satellite					
Pagers					
E-mail					
Internet Access					
Data Lines					
Two-way Radios					
GETS Cards					
[Insert other options here]					

ANNEX F. LEADERSHIP AND STAFF

Position	Designated Successors
	1.
	2.
	3.

1. ORDERS OF SUCCESSION

Insert Text Here

For additional information on succession, see CGC 1, Annex E.

2. DELEGATIONS OF AUTHORITY

Insert Text Here

For additional information on delegations of authority, see CGC 1, Annex F.

ANNEX G. HUMAN RESOURCES

Insert text here

For additional information on human capital, see CGC 1, Annex J.

ANNEX H. TEST, TRAINING, AND EXERCISES PROGRAM

Insert Text Here

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Required

Event	Event Type and Purpose	Date	Confirmation Initials or Signature
Participants	Office	Phone/Email	

Capability	Observation	Recommendation	Corrective Action	Capability Element	Primary Responsible Office	Organization POC	Start Date	End Date

For additional information on TT&E, see CGC 1, Annex K. For information on the Homeland Security Exercise and Evaluation Program (HSEEP), see <https://hseep.dhs.gov>.

ANNEX I. RISK MANAGEMENT

Insert Text Here

1. RISK ASSESSMENT

Insert Text Here

2. RISK MITIGATION PLANS

Insert Text Here

ANNEX J. GLOSSARY

Insert Text Here

ANNEX K. AUTHORITIES AND REFERENCES

Insert Text Here

ANNEX L. ACRONYMS

Insert Text Here

HAZARD SPECIFIC APPENDICES

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