



EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE CHECKLIST



ORGANIZATION NAME: _____

Emergency Services Sector (ESS) organizations can use this checklist to confirm that they have reviewed the major sections of the Emergency Services Sector Continuity Planning Suite (ESS CPS). The third column can be used to indicate how the ESS CPS item is incorporated into the organization’s specific continuity of operations (COOP) or continuity of government (COG). Additional comments can be included in the fourth column, such as when the item is expected to be incorporated in COOP/COG, what is needed to do so, or whether the item is not applicable to the organization.

Education: Why Continuity Planning is Important	Date Reviewed & By Whom	How Incorporated into COOP/COG	Other Comments
<i>Continuity of Operations – What You Need to Know (video)</i>			
<i>Stepping into Their Shoes – Gaining Senior Leadership Buy-In for Continuity (video)</i>			
<i>Continuity of Planning for First Responders (brochure)</i>			
<i>Continuity Planning for Pandemic Influenza (brochure)</i>			
<i>Threat and Hazard Identification and Risk Assessment (THIRA) Comprehensive Preparedness Guide</i>			

Tools and Resources: Evaluating Continuity Capability	Date Reviewed & By Whom	How Incorporated into COOP/COG	Other Comments
<i>Essential Functions</i>			
<i>Orders of Succession</i>			
<i>Delegations of Authority</i>			
<i>Continuity Facilities</i>			
<i>Continuity Communications</i>			
<i>Essential Records Management</i>			
<i>Human Resources</i>			
<i>Test, Training, and Exercise</i>			
<i>Devolution of Control and Direction</i>			
<i>Reconstitution Operations</i>			
<i>Program Plans and Procedures</i>			



Knowledge Validation: Testing, Training, and Exercising Continuity Planning	Date Reviewed & By Whom	How Incorporated into COOP/COG	Other Comments
<i>Emergency Services Sector-Specific Tabletop Exercise Program</i>			
<i>ESS Tabletop Exercise After-Action Report / Improvement Plan Template</i>			
<i>ESS Tabletop Exercise Controller / Evaluator Handbook</i>			
<i>Homeland Security Exercise and Evaluation Program (HSEEP)</i>			
<i>HSEEP After-Action Report / Improvement Plan Template</i>			

I/We confirm that my/our organization has reviewed the ESS CPS items in the above checklists.

Continuity Plan Coordinator

Date

Organization Representative

Date