



# EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 1 ESSENTIAL FUNCTIONS



## INTRODUCTION

The following worksheet is derived from the Continuity Capability Evaluation for the Emergency Services Sector (CCE) to assist Emergency Services Sector organizations in evaluating and filling gaps in their continuity capability. For more information, visit the [Emergency Services Sector Continuity Planning Suite](#).

Essential functions are the limited set of organization-level functions that should be continued throughout, or resumed rapidly after, a disruption of normal activities. The identification and prioritization of essential functions is the foundation for continuity planning. These functions enable the organization to provide vital services, exercise civil authority, maintain the safety of the community, and sustain the industrial/economic base during an emergency. The functions must be continued under any and all circumstances.

## INSTRUCTIONS

As one of 11 elements of continuity capability, essential functions contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select Yes, No, or N/A to represent whether your organization has completed the action described in the practice. Include comments that provide information explaining how the practice is complete or why it is not complete. Tally all selections for the element and record them in the Totals below. For guidance on how to choose between Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Total Yes: \_\_\_\_\_

Total No: \_\_\_\_\_

Total N/A: \_\_\_\_\_

For guidance on the identification, prioritization, and resourcing of essential functions, See Appendix A. Essential Functions in the CCE and the Essential Functions Datasheet that follows. For guidance on conducting business process analysis (BPA) to identify and document all that is necessary to perform an essential function, see Appendix B. Business Process Analysis in the CCE and the Business Process Analysis Datasheet that follows. These resources can support filling gaps in continuity identified in the initial evaluation.



## Objective 1.1

Identify and prioritize all essential functions to enable the organization to provide vital services, exercise civil authority, maintain the safety of the general public, and sustain the industrial/economic base during any emergency.

### Practice 1.1.1

The organization has identified and prioritized its essential functions, using the methodology outlined in Appendix A. Essential Functions in the CCE, and documented them in its continuity plan.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 1.1.2

The organization's BPA has identified and mapped the functional processes, workflows, activities, resources, personnel expertise, supplies, equipment, infrastructures, systems, data, and facilities inherent to the execution of each identified essential function.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 1.1.3

The organization head or designee has validated and approved the identified essential functions and BPA.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 1.1.4

The organization has conducted a business-process flow map to identify how each essential function is performed and executed.

Yes            No            N/A

Comments: \_\_\_\_\_

### Practice 1.1.5

The organization has determined the essential functions that need to be continued uninterrupted or resumed within 12 hours, regardless of circumstance.

Yes            No            N/A

Comments: \_\_\_\_\_



## ESSENTIAL FUNCTIONS DATASHEET

The following template datasheet can be used to document details of a single essential function. The datasheet may be modified as appropriate based on the mission, needs, and other characteristics of the organization. A datasheet should be created for each essential function.

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Essential Function Title: \_\_\_\_\_

Essential Function Statement [A one-sentence statement describing the function or action to be performed.]

Descriptive Narrative [A descriptive narrative providing a detailed explanation of the mission, legal, or other requirement(s) to perform the function and deliverables provided by performing the function. This narrative explains, for the non-expert, what services or products are provided to a constituency and who the constituency is. The focus is on those services provided during a disruption. If multiple services are provided, a list of services may be included. Essential supporting activities that facilitate accomplishing this function may also be identified.]

Impacts If Not Conducted [A brief description of the effects on the constituency if this function is not performed. This description may be very helpful in justifying that the function must be recovered quickly following a disruption.]

Recovery Time Objective [A description of the time criticality for resuming performance of the function. When must the function be operational? Must the function be performed without interruption? Must the function be resumed with a specific number of hours after a disruption?]

Partners [The names of internal and external stakeholders necessary to perform the function.]

Point of Contact [The name of a representative for the essential function or functional subject matter expert.]



## BUSINESS PROCESS ANALYSIS DATASHEET

The following template datasheet can be used to identify and document all of the elements necessary to perform an essential function. The datasheet may be modified as appropriate based on the mission, needs, and other characteristics of the organization. A BPA Datasheet should be created for each essential function.

Organization Name: \_\_\_\_\_

Date: \_\_\_\_\_

Essential Function Title: \_\_\_\_\_

Essential Function Statement [A one-sentence statement describing the function or action to be performed. This statement may be copied from the Essential Function Datasheet.]

Descriptive Narrative [A descriptive narrative providing a detailed explanation of the mission, legal, or other requirement(s) to perform the function and deliverables provided by performing the function. This statement may be copied from the Essential Function Datasheet.]

Essential Function Output [A list describing what products and services are produced or delivered to external partners or constituents. If possible, include metrics that provide time and other performance measures.]

Essential Function Input [A list describing information, authorizations, supplies, and services required to perform the essential function. Briefly describe how each input supports the overall process.]

Leadership [A list identifying the key senior leaders (by position or title) who are required to participate directly in performance of the essential function.]

Staff [A list of staff requirements to perform the essential function. This includes staff needed for essential supporting activities as well as essential function performance. Requirements for multiple shifts and alternate personnel can be identified, particularly if 24/7 operations are expected. Authorities, qualifications, and certifications can be specified. Identify staff requirements by position or capability, rather than by name.]



Communications and Information Technology (IT) [A list identifying general and unique communications and IT requirements.]

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Facilities [A description of the facility requirements to perform the essential function, including office space, industrial capacity and equipment, and critical supporting infrastructure.]

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Resources and Budgeting [A list of supplies, services, capabilities, and other essential resources required to perform the essential function and supporting activities not already accounted for in the BPA process.]

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Partners and Interdependencies [A list of partners and interdependent organizations that support and/or ensure performance of the essential function. It should highlight the products or services delivered by the partners, the information shared or exchanged, and any other critical elements that facilitate performing the essential function.]

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Process Flow [A detailed narrative or diagram that ties together all of the elements involved in the process of performing the essential function from beginning to end.]

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Telework Flexibilities [Information about teleworking details, if appropriate.]

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Other Comments [Comments about activities or requirements that support the essential function not otherwise captured in this datasheet.]

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