



# EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 11 PROGRAM PLANS AND PROCEDURES



## 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](#).

Program plans and procedures display the effort to document the existence of and seek the capability to continue an organization's essential functions during a wide range of potential emergencies. Continuity plans minimally provide an overview of the organization's approach to continuity operations, detail continuity and organization policies, describe the organization, and assign tasks. The plans are typically reviewed and annually and updated as necessary. Major sections of continuity plans generally include the 11 elements of continuity described in the CCE.

## INSTRUCTIONS

As one of 11 elements of continuity capability, program plans and procedures contain 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: \_\_\_\_\_



## Objective 11.1

Identify and outline a reconstitution plan and procedures so that the organization is fully capable of accomplishing all essential functions and normal operations at the new or restored facility once the organization's heads or their successors determined it is okay to return from all alternate facilities.

### Practice 11.1.1

The organization has developed and documented a continuity plan and its supporting procedures so that, when implemented, the plan and procedures will provide for the continued performance of an organization's essential functions under all circumstances and will provide for integration with Government and nongovernment organizations, as appropriate.

Yes            No            N/A

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

### Practice 11.1.2

The organization head or designee has approved and signed the continuity plan, to include significant updates or addendums.

Yes            No            N/A

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

### Practice 11.1.3

The organization has annually reviewed its continuity plan and updated it, if changes occur, documenting the date of the review and the names of personnel conducting the review.

Yes            No            N/A

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

