



EMERGENCY SERVICES SECTOR CONTINUITY PLANNING SUITE WORKSHEET 4 CONTINUITY FACILITIES



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](#).

Continuity facilities are locations from which leadership and critical positions may operate during an emergency. These may include one or more facilities or virtual offices from which to continue essential operations. The use of continuity facilities, alternate uses of existing facilities, and telework options enhances the resilience and continuity capability of organizations. Continuity facilities are typically classified as one of three types:

- Hot site: A facility that already has in place the personnel and physical, communication, and information technology (IT) infrastructure required to recover essential functions.
- Warm site: A facility that is equipped with some personnel and physical, communication, and IT infrastructure capable of providing backup after additional personnel, equipment, supplies, software, or customization are provided.
- Cold site: A facility that is not manned on a day-to-day basis. Before it can be used, organizations may be required to install communications and IT infrastructure and deploy designated essential personnel to the facility to activate equipment or systems.

INSTRUCTIONS

As one of 11 elements of continuity capability, continuity facilities 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: _____

To support filling gaps in continuity identified by evaluating the practices, see the Alternate Facilities Datasheet below.

Objective 4.1

Identify alternate facilities, to include alternate uses of existing facilities and, as appropriate, virtual office options. The options would include telework, based on the findings of applicable risk assessments, to provide survivable protection and sustain continued, enduring, operations under any circumstances.

Practice 4.1.1

At a minimum, the organization has identified, prepared, and maintained continuity facilities, including an alternate site for the relocation of their continuity emergency response group (ERG) and a devolution site for the devolution of essential functions to the devolution emergency response group (DERG). This capability can encompass separate facilities; alternate uses of existing facilities; and, as appropriate, work arrangements, including telework and mobile work.

Yes No N/A

Comments: _____

Practice 4.1.2

The organization has reviewed its continuity facilities annually for suitability and functionality to ensure that the facilities meet its continuity requirements. In addition, the organization has documented the date of the review and names of personnel conducting the review.

Yes No N/A

Comments: _____

Practice 4.1.3

The organization has chosen continuity facilities located in areas where the potential disruption of the organization's ability to initiate and sustain operations is minimized, based upon risk assessments.

Yes No N/A

Comments: _____

Practice 4.1.4

The continuity facilities have sufficient distance, based upon risk assessments and as judged by the organization, from the primary operating facility, threatened area, and other facilities or locations that are potential sources of disruptions or threats.

Yes No N/A

Comments: _____

Practice 4.1.5

The organization has all critical supplies and equipment pre-positioned or maintains detailed site preparation and activation plans in order to achieve full operational capability within 12 hours of notification.

Yes No N/A

Comments: _____



CONTINUITY FACILITIES DATASHEET

The following template datasheet can be used to identify and document details for continuity facilities that could be used by the organization in the event of an emergency. The datasheet may be modified as appropriate based on the organization's mission, needs, and other characteristics.

Alternate Facility [Name and/or location of facility that could be used in an emergency]:

Lease or Other Agreement [Legal agreements currently in place for the facility]:

Date Executed [Date the agreement was put in place]:

Point of Contact [Person to contact regarding the agreement]:

Notes [Important details regarding the use of the facility]:

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