



# Emergency Services Sector Continuity Planning Suite

## Program Plans and Procedures Worksheet

### 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, see the Emergency Services Sector Continuity Planning Suite at [www.dhs.gov/emergency-services-sector-continuity-planning-suite](http://www.dhs.gov/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 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 contains objectives supporting the element and practices fulfilling each objective. Review the following objectives and practices. For each practice, select or write Yes, No, or N/A in each box 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 box to the right. For guidance on how to select Yes, No, or N/A for each practice of the element, see the Introduction of the CCE.

Enter Tallies Here	
Yes	
No	
N/A	

For a continuity plan template, see the [Federal Emergency Management Agency \(FEMA\) Continuity Plan Template and Instructions for Non-Federal Governments](#). The template can support filling gaps in continuity identified during the initial evaluation.

**Objective 11.1** Develop and maintain comprehensive continuity plans, procedures, objectives and requirements that, when implemented, will provide for the continued performance of an organization's essential functions under all circumstances.

**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.

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**Practice 11.1.2** The organization head or designee has approved and signed the continuity plan, to include significant updates or addendums.

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**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.

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