



# Emergency Services Sector Continuity Planning Suite

## Continuity Facilities 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).

Continuity facilities are locations from which leadership and critical positions may operate during an emergency. This may include one or many 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 by personnel from the primary operating facility. Before it can be used, organizations may be required to pre-install communication 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 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. To support filling gaps in continuity identified in the initial evaluation, see the [Alternate Facilities Datasheet](#) that follows.

Enter Tallies Here	
Yes	
No	
N/A	

**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.

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**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.

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**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.

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**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.

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**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.

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## Alternate Facilities Datasheet

The following template datasheet can be used to identify and document details for alternate 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 Facilities Datasheet				
Alternate Facility	Lease or Other Agreement	Date Executed	Point of Contact	Notes