



Emergency Services Sector Continuity Planning Suite Checklist

Organization Name: _____

Emergency Services Sector (ESS) organizations can use this checklist to confirm that they have reviewed the major sections of the [Emergency Services Sector Continuity Planning Suite](#) (ESS-CPS). The third column can be used to indicate how the ESS-CPS item is incorporated into the organization’s specific continuity of operations (COOP) or continuity of government (COG). Additional comments can be included in the fourth column, such as when the item is expected to be incorporated in COOP/COG, what is needed to do so, or whether the item is not applicable to the organization.

<i>Education: Why Continuity Planning Is Important</i>	Date Reviewed and by Whom	How Incorporated in COOP/COG	Other Comments
Continuity of Operations – What You Need to Know (video)			
"Stepping into Their Shoes" – Gaining Senior Leadership Buy-In for Continuity (video)			
Continuity of Planning for First Responders (brochure)			
Continuity Planning for Pandemic Influenza (brochure)			
Threat and Hazard Identification and Risk Assessment (THIRA) Comprehensive Preparedness Guide			
<i>Tools and Resources: Evaluating Continuity Capability</i>			
Essential Functions			
Orders of Succession			
Delegations of Authority			
Continuity Facilities			
Continuity Communications			
Essential Records Management			

<i>Tools and Resources: Evaluating Continuity Capability (cont.)</i>	Date Reviewed and by Whom	How Incorporated in COOP/COG	Other Comments
Human Resources			
Test, Training, and Exercise			
Devolution of Control and Direction			
Reconstitution Operations			
Program Plans and Procedures			
<i>Knowledge Validation: Testing, Training, and Exercising Continuity Planning</i>			
Emergency Services Sector-Specific Tabletop Exercise Program (ES SSTEP)			
ESS Tabletop Exercise After-Action Report / Improvement Plan Template			
ESS Tabletop Exercise Controller / Evaluator Handbook			
Homeland Security Exercise and Evaluation Program (HSEEP)			
HSEEP After-Action Report / Improvement Plan Template			

I/We confirm that my/our organization has reviewed the ESS-CPS items in the above checklist.

_____ Date: _____
Continuity Plan Coordinator

_____ Date: _____
Organization Representative