



# Emergency Services Sector Continuity Planning Suite

## Essential Functions 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).

Essential functions are the limited set of organization-level functions that should be continued throughout, or resumed rapidly after, a disruption of normal activities. The identification and prioritization of essential functions is the foundation for continuity planning. These functions enable the organization to provide vital services, exercise civil authority, maintain the safety of the community, and sustain the industrial/economic base during an emergency. The functions must be continued under any and all circumstances.

### Instructions

As one of 11 elements of continuity capability, essential functions 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 choose between 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 guidance on the identification, prioritization, and resourcing of essential functions, See Appendix A. Essential Functions in the CCE and the [\*Essential Functions Datasheet\*](#) that follows. For guidance on conducting business process analysis (BPA) to identify and document all that is necessary to perform an essential function, see Appendix B. Business Process Analysis in the CCE and the [\*Business Process Analysis Datasheet\*](#) that follows. These resources can support filling gaps in continuity identified in the initial evaluation.

**Objective 1.1** Identify and prioritize all essential functions to enable the organization to provide vital services, exercise civil authority, maintain the safety of the general public, and sustain the industrial/economic base during any emergency.

**Practice 1.1.1** The organization has identified and prioritized its essential functions, using the methodology outlined in Appendix A, Essential Functions in the CCE, and documented them in its continuity plan.

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**Practice 1.1.2** The organization's BPA has identified and mapped the functional processes, workflows, activities, resources, personnel expertise, supplies, equipment, infrastructures, systems, data, and facilities inherent to the execution of each identified essential function.

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**Practice 1.1.3** The organization head or designee has validated and approved the identified essential functions and BPA.

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**Practice 1.1.4** The organization has conducted a business-process flow map to identify how each essential function is performed and executed.

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**Practice 1.1.5** The organization has determined the essential functions that need to be continued uninterrupted or resumed within 12 hours, regardless of circumstance.

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## Essential Functions Datasheet

The following template datasheet can be used to document details of a single essential function. The datasheet may be modified as appropriate based on the mission, needs, and other characteristics of the organization. A datasheet should be created for each essential function.

Essential Function Datasheet	
Date:	
<b>Essential Function Statement</b>	
<b>Descriptive Narrative</b>	
<b>Impacts If Not Conducted</b>	
<b>Recovery Time Objective</b>	
<b>Partners</b>	
<b>Point of Contact</b>	

## Business Process Analysis Datasheet

The following template datasheet can be used to identify and document all of the elements necessary to perform an essential function. The datasheet may be modified as appropriate based on the mission, needs, and other characteristics of the organization. A BPA Datasheet should be created for each essential function.

Business Process Analysis Datasheet	
Date:	
<b>Essential Function Statement</b>	
<b>Descriptive Narrative</b>	
<b>Essential Function Output</b>	
<b>Essential Function Input</b>	
<b>Leadership</b>	
<b>Staff</b>	
<b>Communications and Information Technology (IT)</b>	
<b>Facilities</b>	

## Business Process Analysis Datasheet

**Date:**

<b>Resources and Budgeting</b>	
<b>Partners and Interdependencies</b>	
<b>Process Flow</b>	
<b>Telework Flexibilities</b>	
<b>Other Comments</b>	