



Emergency Services Sector Continuity Planning Suite

Devolution of Control and Direction 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.

Devolution of control and direction is the capability to transfer statutory authority and responsibility for essential functions from primary operating staff and facilities to other employees and facilities. Devolution planning supports overall continuity planning by addressing how an organization will identify and transfer responsibility for the performance of essential functions to personnel at an alternate location that offers a safe and secure environment in which essential functions can continue when the emergency response group (ERG) and primary operating facilities are unavailable. Personnel stationed at the devolution site who are identified to conduct essential functions are referred to as the devolution emergency response group (DERG).

Instructions

As one of 11 elements of continuity capability, devolution of control and direction 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 [Devolution of Control and Direction Planning Template](#) that follows.

Enter Tallies Here	
Yes	
No	
N/A	

Objective 9.1 Develop a devolution plan or procedures that address the personnel and planning considerations needed to transfer the organization’s essential functions and/or leadership authorities away from the primary facility or facilities and to a location that offers a safe and secure environment when catastrophes and other all-hazards emergencies render an organization’s leadership and key staff unavailable to perform or incapable of performing its essential functions.

Practice 9.1.1 The organization has developed a devolution option for continuity to address how it will identify and conduct its essential functions when the primary operating facility, alternate site, and/or ERG members are not available.

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Practice 9.1.2 The organization has addressed the following elements of a viable continuity capability in its devolution option: program plans and procedures; risk management; budgeting and acquisitions; essential functions; orders of succession and delegations of authority specific to the devolution site; continuity communications; essential records management; human resources; test, training, and exercise (TT&E); and reconstitution.

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Practice 9.1.3 For each identified essential function, the organization has determined the necessary resources to facilitate the immediate and seamless transfer of each function to the devolution site.

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Practice 9.1.4 The organization has included a roster that identifies fully trained DERG members stationed at the designated devolution site who have the authority to perform essential functions when the devolution option of the continuity plan is activated.

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Practice 9.1.5 The organization has identified what would likely activate or “trigger” the devolution option.

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Devolution of Control and Direction Planning Template

This section provides a template for devolution of control and direction planning, adapted from the Federal Emergency Management Agency Continuity Plan Template and Instructions for Non-Federal Governments. The template may be modified as appropriate based on the organization’s mission, needs, and other characteristics.

Devolution planning should support overall continuity planning and addresses the full spectrum of all-hazard/threat emergency events that may render an organization’s leadership or staff unavailable to support, or incapable of supporting, the execution of the organization’s essential functions from either its primary operating facility or its continuity facility. Organizations that use a devolution plan that is separate from their continuity plan should include baseline information from their devolution plan in this section, including references to where this information is located in their devolution plan. Sample text including placeholders for organization input are provided below.

[REDACTED] is prepared to transfer all of its essential functions and responsibilities to personnel at a different location should emergency events render leadership or staff unavailable to support the execution of [REDACTED]’s essential functions. If deployment of continuity personnel is not feasible due to the unavailability of personnel, temporary leadership of [REDACTED] will devolve to [REDACTED].

The [REDACTED] maintains responsibility for ensuring the currency of the [REDACTED] devolution plan.

The [REDACTED] devolution plan:

1. Includes the elements of a viable continuity capability: program plans and procedures, budgeting and acquisitions, essential functions, orders of succession and delegations of authority specific to the devolution site, interoperable communications, essential records management, staff, TT&E, and reconstitution. The [REDACTED] devolution plan is located at [REDACTED].
2. Identifies prioritized essential functions, defines tasks that support those essential functions, and determines the necessary resources to facilitate those functions. The list of prioritized essential functions for devolution is found at [REDACTED].
3. Includes a roster that identifies fully equipped and trained personnel who will be stationed at the designated devolution site and have the authority to perform essential functions and activities when the devolution option of the continuity plan is activated. The devolution personnel roster is found at [REDACTED].
4. Identifies what would likely activate or “trigger” the devolution option and specifies how and when control and direction of [REDACTED] operations will be transferred to and from the devolution site. Devolution activation protocols or “triggers” are found at [REDACTED].
5. Lists or references the necessary resources (i.e., equipment and materials) to facilitate the immediate and seamless transfer of and performance of essential functions at the devolution site. The list of necessary resources for devolution is found at [REDACTED].

6. Establishes and maintains reliable processes and procedures for acquiring the resources necessary to continue essential functions and to sustain those operations for extended periods. The [REDACTED] is responsible for acquiring resources during a devolution situation. Acquisition processes and procedures are found [REDACTED].
7. Establishes and maintains a capability to restore or reconstitute the [REDACTED] authorities to their pre-event status upon termination of devolution.

[REDACTED] conducts and documents annual training of devolution staff and a biennial exercise to ensure essential functions are capable of being performed during devolution. This documentation includes the dates of all TT&E events and names and titles of participating staff. The [REDACTED] devolution TT&E documentation is maintained by [REDACTED] and is found at [REDACTED]. Further, the [REDACTED] corrective action program (CAP) supports the devolution program. The [REDACTED] CAP is maintained by [REDACTED], and CAP documentation is found at [REDACTED].

The transition of essential functions to the DERG and the devolution site is an important step and may be conducted with warning or without warning. [REDACTED] has taken the following steps to prepare in advance for devolving to the DERG at the devolution site:

[REDACTED]