Appendix 4: Continuity Planning Checklist

FOREWARD

☐ Examine current state of organizational continuity program.

☐ Identify the organization's current and potential partnerships within the community, which are critical to developing and sustaining a culture of continuity.

☐ Identify existing coordinating structures in which organizational continuity planners should participate in to integrate continuity planning, operations, and responsibilities into emergency management, preparedness, and resilience efforts.

☐ Identify other inter- and intra-organizational continuity plans and programs (e.g., incident management, Occupant Emergency Plans, and Emergency Operations Plans, IT/Disaster Recovery Plans), which should be coordinated with to ensure synchronization across plans and programs.

CHAPTER 1

☐ Create an overall continuity strategy that is agreed upon by elected officials or organizational leadership.

☐ Identify existing, applicable continuity regulations or requirements. In the absence of requirements, identify continuity guidance, and principles most applicable to the organization.

☐ Identify continuity program planning roles and responsibilities.

☐ Establish a continuity planning team to assist with planning including representatives from other organizational offices or departments.

☐ Develop a project plan, timelines, and milestones.

☐ Identify preliminary budgeting and resource requirements.

☐ Obtain the support of leadership and elected officials for the continuity program.

CHAPTER 2

☐ Conduct a BPA to identify and document the activities and tasks that are performed within an organization, with an emphasis on the big picture (how the organization interacts with partners and stakeholders) and the operational details.

☐ Conduct a risk assessment to identify and analyze potential threats and hazards.

Conduct a Business Impact Analysis (BIA) to identify and evaluate how the organization's threats and hazards may impact the organization's ability to perform its essential functions.

☐ Identify the organization's essential functions and essential supporting activities by determining what organizational functions are essential, taking into account statutory requirements and linkages to National Essential Functions and other essential functions in the community.

☐ Identify mitigation options to address the risks identified in the BIA (e.g., alternate operating facilities, telework policies, devolution procedures, mutual aid agreements).

☐ Identify the organization's key elements (e.g., technology, people) and detail how those elements support the execution of essential functions.

☐ Draft a comprehensive plan that outlines the requirements and procedures needed to perform essential functions, and establishes contingency plans in the event that key resources are not available.

☐ Establish a schedule for conducting regular test, training, and exercise events to assess and validate continuity plans, policies, procedures, and systems.

☐ Create a corrective action program to implement and track areas for improvement identified during tests, exercises, or real-world incidents.

☐ Develop continuity metrics and success criteria to evaluate and assess the organization's continuity plans and program against.

☐ Establish a schedule for conducting a review (using the continuity metrics and success criteria) and revision of the organization's continuity strategy, plan, and supporting documents and agreements such as Memorandums of Understanding and Memorandums of Agreement.

☐ Align and allocate resources (e.g., budget) to implement continuity activities before, during, and following a continuity activation.

☐ Develop a continuity multi-year strategic plan to provide for the development, maintenance, and review of continuity capabilities to ensure the program remains viable and successful to include test, training, and exercise activities, and plan reviews.