

Continuity for Tribal Governments Train-the-Trainer Course: E/L-552

This course was developed by the Continuity of Operations Division, following the Inter Tribal Conference meeting in Phoenix, Arizona in September 2007. At this conference, Tribal representatives identified the need to develop continuity guidance tailored specifically for Tribal governments in an effort to establish improved continuity preparedness and continuity relationships between FEMA and Tribal nations.

FEMA Continuity Webinar Series

The monthly webinars address continuity-related topics and include presenters from varied backgrounds and experiences. A webinar is a web-based informational or training seminar that is transmitted over the internet. These webinars feature new continuity topics once a month and are free to the public. Each webinar is recorded and viewable thereafter.

About FEMA NCP

NCP's vision is to be the Nation's center of excellence for government continuity planning, guidance, and operations. Our mission is to serve the public by protecting our Nation's constitutional form of government. To accomplish this, the COOP Division provides guidance, technical assistance, planning, training and workshop support to other DHS and FEMA Components, Federal Departments and Agencies, States, Territories, Tribal Nations, and local government jurisdictions.

Website

Continuity news, tools, guidance, and other useful resources can be found on our website at:

<http://www.fema.gov/continuity-operations>:

To receive free continuity e-bulletins, register at:
<http://www.fema.gov/subscribe-receive-free-email-updates>

Contact Information

Please contact HQ FEMA National Continuity Programs, Continuity of Operations Division for more information. For regional specific information, contact the appropriate Regional Continuity Coordinator from the list below.

FEMA Region	Location	Phone Number
FEMA HQ	National Capital Region	202.646.4145
Region I	CT, MA, ME, NH, RI, VT	617.832.4745
Region II	NJ, NY, PR, VI	212.680.8504
Region III	DC, DE, MD, PA, VA, WV	215.931.5223
Region IV	NC, SC, KY, TN, GA, AL, MS, FL	770.220.5614
Region V	MN, WI, IL, IN, MI, OH	312.408.5590
Region VI	LA, AK, OK, TX, NM	940.898.5131
Region VII	IA, KS, MO, NE	816.283.7082
Region VIII	CO, MT, ND, SD, UT, WY	303.235.4800
Region IX	AZ, CA, NV, HI, Guam, Pac. Is.	510.627.7009
Region X	AK, ID, OR, WA	425.482.4500

Regional offices can also be contacted via:
www.fema.gov/regional-operations

1 (800) 621-FEMA (3362)

TTY: 1 (800) 462-7585



Tribal Continuity Overview

Continuity of Operations



FEMA

What is Tribal Continuity of Operations?

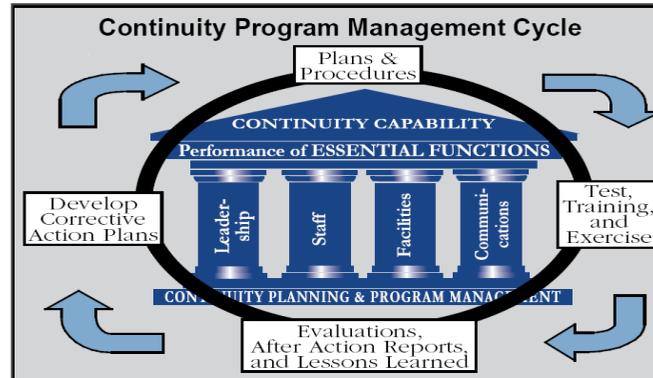
Today's threat environment and the potential for both notice and no-notice all hazards incidents have increased the need for continuity capabilities and planning across all levels of government and the private sector. Tribal continuity planning is simply the good business practice of ensuring the execution of essential functions through all circumstances, and it is a fundamental responsibility of public and private entities responsible to their stakeholders. This includes plans and procedures that delineate essential functions, specify orders of succession and delegations of authority, provide for the safekeeping of essential records and databases, provide for continuity communications, and validate these capabilities through test, training, and exercise (TT&E) programs.

What is the Goal of Tribal Continuity?

It is the policy of the United States to maintain a comprehensive and effective continuity capability. It is recommended that organizations incorporate continuity requirements into their daily operations to ensure seamless and immediate continuation of Essential Functions. Tribal continuity planning will occur simultaneously with the development and execution of day-to-day organizational programs. The goal of continuity is to ensure resiliency and continued performance of an organization's essential functions under all conditions.

Tribal Continuity Program Management

An organization's continuity capability – its ability to perform its essential functions continuously – rests upon key components and pillars. These pillars are leadership, staff, communications, and facilities. The key pillars are built on the foundation of continuity planning and program management.



A standardized continuity program management cycle ensures consistency across all continuity programs and establishes consistent performance metrics, promulgates best practices, and facilitates consistent cross-organization continuity evaluations. Organizations should use this continuity program management cycle to develop and implement their continuity programs.

Elements of a Viable Continuity Capability

- **Essential Functions**
- **Orders of Succession**
- **Delegations of Authority**
- **Continuity Facilities**
- **Continuity Communications**
- **Essential Records**
- **Human Resources**
- **Tests, Training, and Exercises (TT&E)**
- **Devolution**
- **Reconstitution**

The Four Phases of Continuity

- **Phase I: Readiness and Preparedness**
- **Phase II: Activation**
- **Phase III: Continuity Operations**
- **Phase IV: Reconstitution**

Need for Tribal Continuity Planning

Even the smaller tribes need continuity planning:

- To avoid interrupting services to members.
- To protect historical, ancestral, cultural, enrollment, and other vital records from damage or loss.
- To provide a plan and defined responsibilities so that a Tribal government's essential functions can be carried out under all circumstances to make decisions in emergencies.
- To protect the Tribal government from liability. The Tribal government may be legally liable if the safety of Tribal members and visitors to Tribal lands is not protected.

Tribal Continuity Video

In 2008, the Continuity of Operations Division produced the Introduction to Continuity of Operations for Tribal Governments video. This video references a real life emergency event and how a Tribal government's continuity plans/programs assisted in the response and recovery for that incident. The primary purpose of the video is to promote the importance of continuity plans and programs within Tribal governments. As October 2008, over 300 of these videos have been disseminated to FEMA's Regional Continuity Managers, and State, Territorial, Tribal, and Local Emergency Managers and it is currently available online at:

<http://www.youtube.com/watch?v=dm476MnqpRY>