



## Mission Essential Functions Workshop

The *Mission Essential Functions* Workshop is designed to help Federal, state, territorial, tribal, and local government jurisdictions with guidance, a methodology, and checklist to identify, assess, and validate their essential functions. The workshop focuses on identifying or refining organizational essential functions; conducting a Business Impact Analysis; conducting a Business Process Analysis; evaluating the impacts of threats and hazards on Mission Essential Functions (MEF) performance and mitigating the effects of disruptions.

The MEF Workshop introduces state, territorial, tribal, and local continuity practitioners and subject matter experts to a set of continuity of operations concepts and methods that will help develop a strong foundation for a functional and effective continuity program. It is primarily designed for state, local, tribal and territorial government emergency and continuity planners. However, others such as Federal, private sector utilities, other critical infrastructure organizations and volunteer organizations that support state and local governments during disasters will also find the workshop worthwhile.

### Mission Essential Functions Workshop Objectives

The MEF Workshop is hands-on to include several workbook activities. Facilitators will introduce concepts and lead participants through a series of discussions and group activities involving MEF techniques, tools and criteria to:

- Identify (or refine) and document organizational MEFs and the essential supporting activities needed to provide vital services, exercise civil authorities and maintain the general public's safety;
- Develop Business Process Analysis that can serve as the basis for designing or improving Continuity of Operations capabilities to ensure MEFs continue to be performed during a disruption to normal operations;
- Conduct a statistical Business Impact Analysis to identify vulnerabilities and potential weaknesses, as well as to prioritize threat and hazard risks that could disrupt critical operations during a crisis; and
- Develop and implement options and strategies to mitigate and reduce the risks to an organization's ability to perform its essential functions during a disruption.

### Workshop Focus

The MEF Workshop focuses on methods to build consensus and involve others in the process, both in and outside each organization. In addition, the workshop addresses the importance of ensuring leadership buy-in and approval at appropriate stages in the process.

The workshop is offered at FEMA's Emergency Management Institute (EMI) or at any locations upon request through our regional offices. In addition, FEMA has converted the MEF Workshop to IS-526: Mission Essential Functions Course, an Independent Study Course now being offered through EMI via the following link: <http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=IS-526>.

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