Continuity Plan Template for Federal and Non-Federal Entities

[Department/Agency/Organization Name]

[Month Day, Year]

[Department/Agency/Organization Name]
[Street Address]
[City, State Zip Code]

[Department/Agency/Organization Symbol/Logo]

February 25, 2011
CONTINUITY PLAN TEMPLATE


The template structure follows the traditional functional Emergency Operations Plan format detailed in the Federal Emergency Management Agency (FEMA) National Preparedness Directorate’s Comprehensive Preparedness Guide 101, Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, dated March 2009. By following the format presented in this template, organizations will ensure that their continuity plans address the key planning elements that support effective continuity operations during today’s all-hazards environment.

An electronic version of this document, in portable document format (PDF) is available on the FEMA website (http://www.fema.gov/about/org/ncp/coop/templates.shtml). To request a Microsoft® Word version please contact the National Continuity Programs, Continuity of Operations Division via e-mail at FEMA-NCP-Federal-Continuity@dhs.gov (for Federal entities) or FEMA-STTLContinuity@dhs.gov (for non-Federal entities).

Additionally, for more specific guidance related to continuity plan development the following two resources also are available on the website: (1) Continuity of Operations Plan Template and Instructions for Federal Departments and Agencies, dated February 2011 and (2) Continuity Plan Template and Instructions for Non-Federal Entities, dated February 2011. Questions concerning these templates may be directed to:

National Continuity Programs
Continuity of Operations Division
Federal Emergency Management Agency
500 C Street, SW, Suite 515
Washington, DC 20472
(202) 646-3187
FEMA-NCP-Federal-Continuity@dhs.gov
FEMA-STTLContinuity@dhs.gov
TABLE OF CONTENTS

BASIC PLAN.............................................................................................................................. 1

I. PROMULGATION STATEMENT.................................................................................................. 1

II. RECORD OF CHANGES........................................................................................................... 1

III. RECORD OF DISTRIBUTION .................................................................................................. 1

IV. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS.......................................................... 1
   A. Purpose .................................................................................................................................. 1
   B. Scope................................................................................................................................... 1
   C. Situation Overview ............................................................................................................. 1
   D. Planning Assumptions ....................................................................................................... 1
   E. Objectives......................................................................................................................... 1
   F. Security and Privacy Statement ...................................................................................... 1

V. CONCEPT OF OPERATIONS...................................................................................................... 2
   A. Phase I: Readiness and Preparedness ............................................................................... 2
   B. Phase II: Activation and Relocation .................................................................................. 2
   C. Phase III: Continuity Operations ..................................................................................... 2
   D. Phase IV: Reconstitution Operations ............................................................................... 2
   E. Devolution of Control and Direction.............................................................................. 2

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES............................................. 2

VII. DIRECTION, CONTROL, AND COORDINATION.................................................................. 2

VIII. DISASTER INTELLIGENCE ................................................................................................... 2

IX. COMMUNICATIONS ................................................................................................................ 3

X. BUDGETING AND ACQUISITION OF RESOURCES .............................................................. 3

XI. PLAN DEVELOPMENT AND MAINTENANCE ..................................................................... 3

XII. AUTHORITIES AND REFERENCES ....................................................................................... 3

FUNCTIONAL ANNEXES .............................................................................................................. 5

I. Functions Annex .................................................................................................................. 5
BASIC PLAN

I. PROMULGATION STATEMENT
Insert Text Here

II. RECORD OF CHANGES
Insert Text Here

<table>
<thead>
<tr>
<th>Change Number</th>
<th>Section</th>
<th>Date of Change</th>
<th>Individual Making Change</th>
<th>Description of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

III. RECORD OF DISTRIBUTION
Insert Text Here

<table>
<thead>
<tr>
<th>Date of Delivery</th>
<th>Number of Copies Delivered</th>
<th>Method of Delivery</th>
<th>Name, Title, and Organization of Receiver</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IV. PURPOSE, SCOPE, SITUATIONS, AND ASSUMPTIONS

A. PURPOSE
Insert Text Here

B. SCOPE
Insert Text Here

C. SITUATION OVERVIEW
Insert Text Here

D. PLANNING ASSUMPTIONS
Insert Text Here

E. OBJECTIVES
Insert Text Here

F. SECURITY AND PRIVACY STATEMENT
Insert Text Here
V. CONCEPT OF OPERATIONS
Insert Text Here

A. PHASE I: READINESS AND PREPAREDNESS
Insert Text Here

B. PHASE II: ACTIVATION AND RELOCATION
Insert Text Here

C. PHASE III: CONTINUITY OPERATIONS
Insert Text Here

D. PHASE IV: RECONSTITUTION OPERATIONS
Insert Text Here

For additional information on reconstitution, see FCD 1, Annex M (for Federal entities) or CGC 1, Annex M (for non-Federal entities).

E. DEVOLUTION OF CONTROL AND DIRECTION
Insert Text Here

For additional information on developing a devolution plan, see FCD 1, Annex L (for Federal entities) or CGC 1, Annex L (for non-Federal entities). The Devolution of Control and Direction template can be accessed on-line at http://www.fema.gov/pdf/about/org/ncp/dev_template.pdf.

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES
Insert Text Here

<table>
<thead>
<tr>
<th>Position</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VII. DIRECTION, CONTROL, AND COORDINATION
Insert Text Here

VIII. DISASTER INTELLIGENCE
Insert Text Here
<table>
<thead>
<tr>
<th>Information Element</th>
<th>Specific Requirement</th>
<th>Responsible Element</th>
<th>Deliverables</th>
<th>When Needed</th>
<th>Distribution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IX. COMMUNICATIONS
Insert Text Here

X. BUDGETING AND ACQUISITION OF RESOURCES
Insert Text Here

For additional information on budgeting and acquisition of resources, see FCD 1, Annex C (for Federal entities) or CGC 1, Annex C (for non-Federal entities).

XI. PLAN DEVELOPMENT AND MAINTENANCE
Insert Text Here

XII. AUTHORITIES AND REFERENCES
Insert Text Here
THIS PAGE INTENTIONALLY LEFT BLANK
FUNCTIONAL ANNEXES

I. Functions Annex
Insert Text Here

A. IDENTIFICATION OF ESSENTIAL FUNCTIONS
Insert Text Here

Organization Mission Essential Functions
Each Insert Text Here

B. IDENTIFICATION OF CONTINUITY PERSONNEL
Insert Text Here

For additional information on mission essential functions, see FCD 1, Annex D and FCD 2, Annex A (for Federal entities) or CGC 1, Annex D and CGC 2, Annex A (for non-Federal entities). See FCD 1, Annex J (for Federal entities) or CGC 1, Annex J (for non-Federal entities) for additional information on continuity personnel rosters.

<table>
<thead>
<tr>
<th>Function</th>
<th>Title/ Position</th>
<th>Name</th>
<th>Telephone Numbers</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Vital Records Management Annex
Insert Text Here

For additional information on vital records management, see FCD 1, Annex I (for Federal entities) or CGC 1, Annex I (for non-Federal entities).
III. Continuity Facilities Annex
Insert Text Here

For additional information on continuity facilities, see FCD 1, Annex G (for Federal entities) or CGC 1, Annex G (for non-Federal entities).

IV. Continuity Communications Annex
Insert Text Here

For additional information on continuity communications, see FCD 1, Annex H (for Federal entities) or CGC 1, Annex H (for non-Federal entities).

V. Leadership and Staff Annex
Insert Text Here

A. ORDERS OF SUCCESSION
Insert Text Here
For additional information on succession, see FCD 1, Annex E (for Federal entities) or CGC 1, Annex E (for non-Federal entities).

B. DELEGATIONS OF AUTHORITY
Insert Text Here

For additional information on delegations of authority, see FCD 1, Annex F (for Federal entities) or CGC 1, Annex F (for non-Federal entities).

C. HUMAN CAPITAL
Insert Text Here

For additional information on human capital, see FCD 1, Annex J (for Federal entities) or CGC 1, Annex J (for non-Federal entities).

VI. Test, Training, and Exercises Program Annex
Insert Text Here
### Event Log

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Type and Purpose</th>
<th>Date</th>
<th>Confirmation Initials or Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Participants</th>
<th>Office</th>
<th>Phone/Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capability</th>
<th>Observation</th>
<th>Recommendation</th>
<th>Corrective Action</th>
<th>Capability Element</th>
<th>Primary Responsible Office</th>
<th>Organization POC</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For additional information on TT&E, see FCD 1, Annex K (for Federal entities) or CGC 1, Annex K (for non-Federal entities). For information on the Homeland Security Exercise and Evaluation Program (HSEEP), see [https://hseep.dhs.gov](https://hseep.dhs.gov).
HAZARD-SPECIFIC APPENDICES

Insert Text Here

ANNEX IMPLEMENTING INSTRUCTIONS

Insert Text Here
I. Annex Implementing Instruction #1: Delegation of Authority

Insert Text Here
ANNEX A.  GLOSSARY

Insert Text Here
ANNEX B. AUTHORITIES AND REFERENCES

Insert Text Here
ANNEX C. ACRONYMS

Insert Text Here