

Continuity Plan Template for Federal and Non-Federal Entities

[Department/Agency/Organization Name]

[Month Day, Year]

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February 25, 2011

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CONTINUITY PLAN TEMPLATE

This Continuity Plan Template provides a framework for creating a viable continuity plan and focuses on the key continuity planning elements as addressed in Federal Continuity Directive 1 (FCD 1), *Federal Executive Branch National Continuity Program and Requirements*, February 2008, and Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)*, dated January 21, 2009.

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.shtm>). 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
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(202) 646-4145
FEMA-NCP-Federal-Continuity@dhs.gov
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BASIC PLAN

I. PROMULGATION STATEMENT

Insert Text Here

II. RECORD OF CHANGES

Insert Text Here

| Change Number | Section | Date of Change | Individual Making Change | Description of Change |
|---------------|---------|----------------|--------------------------|-----------------------|
| | | | | |
| | | | | |

III. RECORD OF DISTRIBUTION

Insert Text Here

| Date of Delivery | Number of Copies Delivered | Method of Delivery | Name, Title, and Organization of Receiver |
|------------------|----------------------------|--------------------|---|
| | | | |
| | | | |

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

| Position | Responsibilities |
|----------|------------------|
| | |
| | |
| | |
| | |
| | |

VII. DIRECTION, CONTROL, AND COORDINATION

Insert Text Here

VIII. DISASTER INTELLIGENCE

Insert Text Here

| Information Element | Specific Requirement | Responsible Element | Deliverables | When Needed | Distribution |
|---------------------|----------------------|---------------------|--------------|-------------|--------------|
| | | | | | |
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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

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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.

| Function | Title/ Position | Name | Telephone Numbers | Additional Information |
|----------|-----------------|------|-------------------|------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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).

| Vital Record, File, or Database | Support to Essential Function | Form of Record (e.g., hardcopy, electronic) | Pre-positioned at Continuity Facility | Hand Carried to Continuity Facility | Multiple Storage Location(s) Y/N | Maintenance Frequency |
|---------------------------------|-------------------------------|---|---------------------------------------|-------------------------------------|----------------------------------|-----------------------|
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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

| Communication System | Support to Essential Function | Current Provider | Specification | Alternate Provider | Special Notes |
|----------------------|-------------------------------|------------------|---------------|--------------------|---------------|
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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

| Event | Event Type and Purpose | Date | Confirmation Initials or Signature |
|--------------|------------------------|-------------|--|
| | | | |
| Participants | Office | Phone/Email | |
| | | | |
| | | | |

| Capability | Observation | Recommendation | Corrective Action | Capability Element | Primary Responsible Office | Organization POC | Start Date | End Date |
|------------|-------------|----------------|----------------------|-----------------------|----------------------------------|---------------------|---------------|-------------|
| | | | | | | | | |

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>.

HAZARD-SPECIFIC APPENDICES

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ANNEX IMPLEMENTING INSTRUCTIONS

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I. Annex Implementing Instruction #1: Delegation of Authority

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ANNEX A. GLOSSARY

Insert Text Here

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ANNEX B. AUTHORITIES AND REFERENCES

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ANNEX C. ACRONYMS

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