

# Continuity Plan Template for Non-Federal Governments

**[Department/Agency/Organization Name]**

**[Month Day, Year]**

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**September 2013**

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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 Continuity Guidance Circular 1 (CGC 1), *Continuity Guidance for Non-Federal Governments (States, Territories, Tribes, and Local Government Jurisdictions)*, dated July 2013, and Continuity Guidance Circular 2 (CGC 2), *Continuity Guidance for Non-Federal Governments: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions)*, dated October 2013.

The template 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 Emergency Operations Plans*, dated November 2010. 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/planning-templates>). To request a Microsoft® Word version, please contact the National Continuity Programs, Continuity of Operations Division via e-mail at [FEMA-STTLContinuity@fema.dhs.gov](mailto:FEMA-STTLContinuity@fema.dhs.gov). Questions concerning this template may be directed to:

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## BASIC PLAN

### I. PROMULGATION STATEMENT

Insert Text Here

### II. ANNUAL REVIEW

Insert Text Here

### III. RECORD OF CHANGES

Insert Text Here

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

### IV. RECORD OF DISTRIBUTION

Insert Text Here

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

### V. 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

**VI. CONCEPT OF OPERATIONS**

Insert Text Here

**A. PHASE I: READINESS AND PREPAREDNESS**

Insert Text Here

**B. PHASE II: ACTIVATION**

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 CGC 1, Annex M.

**E. DEVOLUTION OF CONTROL AND DIRECTION**

Insert Text Here

For additional information on developing a devolution plan, see CGC 1, Annex L. The Devolution of Control and Direction template can be accessed on-line at

<http://www.fema.gov/planning-templates>.

**F. PROCEDURES FOR DEVOLVING ESSENTIAL FUNCTIONS TO DERG AT DEVOLUTION SITE**

Insert Text Here

**VII. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

Insert Text Here

Position	Responsibilities

**VIII. DIRECTION, CONTROL, AND COORDINATION**

Insert Text Here

**IX. DISASTER INTELLIGENCE**

Insert Text Here



Information Element	Specific Requirement	Responsible Element	Deliverables	When Needed	Distribution

**X. COMMUNICATIONS**

Insert Text Here

**XI. BUDGETING AND ACQUISITION OF RESOURCES**

Insert Text Here

**XII. MULTI-YEAR STRATEGY AND PROGRAM MANAGEMENT PLAN (MYSPMP)**

Insert Text Here

**XIII. PLAN DEVELOPMENT AND MAINTENANCE**

Insert Text Here

**XIV. AUTHORITIES AND REFERENCES**

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## **ANNEX A. FUNCTIONS**

Insert Text Here

### **A. IDENTIFICATION OF ESSENTIAL FUNCTIONS**

Insert Text Here

#### **Organization Mission Essential Functions**

Each Insert Text Here

**ANNEX B. IDENTIFICATION OF CONTINUITY PERSONNEL**

Insert Text Here

For additional information on mission essential functions, see CGC 1, Annex D and CGC 2, Annex A. See CGC 1, Annex J for additional information on continuity personnel rosters.

Function	Title/ Position	Name	Telephone Numbers	Additional Information

**ANNEX C. ESSENTIAL RECORDS MANAGEMENT**

Insert Text Here

For additional information on essential records management, see CGC 1, Annex I.

Essential 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



### ANNEX E. CONTINUITY COMMUNICATIONS

Communication System	Support to Essential Function	Current Provider	Specification	Alternate Provider	Special Notes
Non-secure Phones					
Secure Phones					
Fax Lines					
Cellular Phones					
Satellite					
Pagers					
E-mail					
Internet Access					
Data Lines					
Two-way Radios					
GETS Cards					
<b>[Insert other options here]</b>					

**ANNEX F. LEADERSHIP AND STAFF**

Position	Designated Successors
	1.
	2.
	3.

**1. ORDERS OF SUCCESSION**

Insert Text Here

For additional information on succession, see CGC 1, Annex E.

**2. DELEGATIONS OF AUTHORITY**

Insert Text Here

For additional information on delegations of authority, see CGC 1, Annex F.



## **ANNEX G. HUMAN RESOURCES**

Insert text here

For additional information on human capital, see CGC 1, Annex J.



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

For additional information on TT&E, see CGC 1, Annex K. For information on the Homeland Security Exercise and Evaluation Program (HSEEP), see <https://hseep.dhs.gov>.

## **ANNEX I. RISK MANAGEMENT**

Insert Text Here

### **1. RISK ASSESSMENT**

Insert Text Here

### **2. RISK MITIGATION PLANS**

Insert Text Here

## **ANNEX J. GLOSSARY**

Insert Text Here

## **ANNEX K. AUTHORITIES AND REFERENCES**

Insert Text Here

## **ANNEX L. ACRONYMS**

Insert Text Here

## **HAZARD SPECIFIC APPENDICES**

Insert Text Here



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