Continuity of Operations Planning: Awareness

Assess: Essential Functions Worksheet

Use this form to identify the essential functions of your department or organization.

1. List all agency functions. These functions may be identified through the following sources: agency mission **statement**, legislation authorizing the agency, regulations promulgated by the agency, standard operating procedures and emergency operating procedures, and former and current agency employees.
2. Determine if the function is *essential*. Do this by reconsidering the sources for agency functions by consulting with agency staff and management. Consider which agency functions should be resumed within 12 hours and should be sustainable for up to 30 days. Many services the agency provides to other agencies and the public will be essential functions. Also consider those functions that will *only* be essential during an emergency, and mark them as essential.

*Source: Continuity of Operations Plan Guidance for Indian Health Centers, Global Vision Consortium Native American Alliance for Emergency Preparedness, June 2010*

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| **All Agency Functions** | **Essential? Yes/No** |
| *Examples:*  *Chronic Disease Management* | *Yes* |
| *Dental Care* | *No* |
| *General Medicine* | *No* |
| *Pediatric Services* | *Yes* |
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