Continuity of Operations Planning: Awareness

Assess: Support Functions Worksheet (Option 1)

Essential Functions cannot stand on their own. You should use the list of essential functions as a starting point for gathering the information you need about supporting activities and capabilities. For each essential function ask:

* Who is required to perform the function? Staffing for essential functions should include personnel with primary responsibility for the function and sub function and backup personnel who are cross-trained in the function
* What records and information do they need?
* What systems do they need?
* With whom will they communicate?

*Source: COOP for Smaller CBOs, Volunteer Florida, The Governor’s Commission on Volunteerism & Community Service*

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| **Essential Function:** (*Example) Medication Delivery*  |
| **Task** | **Performed By** | **Records/ Information Requirements**  | **System Requirements** | **Communicates With** |
| *Example: Stocking Medical Supply* | *Inventory Manager* | *Medication Records and Data Base* | *File system**Computer/Laptops* | Center doctors and *nurses* |
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| **Vital Records and Information**  |
| **Essential Function:** (*Example) Medication Delivery* |
| **Records/Information Needs** | **Update Requirements** | **Storage** **Requirements**  | **Access Restrictions**  |
| *Example: 1 Patient Records* | *Per client visit*  | *Alternate facility and electronic system* | *Appropriate medical staff* |
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| **Continuity Communications Requirements**  |
| **Essential Function:** (*Example) Medication Delivery* |
| **Communicates With** | **Frequency** | **Primary Communication Method**  | **Secondary Communication Method**  |
| *Example: 1Head Nurse*  | *Per Client Visit*  | *Phone* | *Portable radio* |
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