Continuity of Operations Planning: Awareness

Assess: Support Functions Worksheet (Option 2)

Once Essential functions have been identified and prioritized use this worksheet to assist in identify support functions

1. List your agencies/departments essential functions.
2. To identify the support functions, describe what processes and services are necessary to perform that essential function.
3. Identify key positions to maintain the function
4. List the positions that would assume the authority of the key position if it became vacant unexpectedly, and any limitations the successor would have. (The same successors may be named for different key positions, but avoid designating the same position / individual as the first successor for several key positions.)
5. You may also use this worksheet to assist in prioritizing essential functions

*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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| **Essential Function** | **Critical Process or Service** | **Key Positions** | **Successors** | **Priority** |
| *Example: 1*  *Chronic Disease Management* | *Maintain effective management of patients with hypertension and diabetes* | *Physician*  *CHRs (3)* | *Nurse Practitioner* | *1* |
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