

# **Continuity Plan Template for Federal and Non-Federal Entities**

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

**[Month Day, Year]**

[Department/Agency/Organization Name]

[Street Address]

[City, State Zip Code]

[Department/Agency/Organization Symbol/Logo]

**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](mailto:FEMA-NCP-Federal-Continuity@dhs.gov) (for Federal entities) or [FEMA-STTLContinuity@dhs.gov](mailto: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  
Washington, DC 20472  
(202) 646-4145  
[FEMA-NCP-Federal-Continuity@dhs.gov](mailto:FEMA-NCP-Federal-Continuity@dhs.gov)  
[FEMA-STTLContinuity@dhs.gov](mailto:FEMA-STTLContinuity@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](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

**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

**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

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

Position	Designated Successors
	1.
	2.
	3.

For additional information on succession, see FCD 1, Annex E (for Federal entities) or CGC 1, Annex E (for non-Federal entities).

**B. DELEGATIONS OF AUTHORITY**

Insert Text Here

For additional information on delegations of authority, see FCD 1, Annex F (for Federal entities) or CGC 1, Annex F (for non-Federal entities).

**C. HUMAN CAPITAL**

Insert Text Here

For additional information on human capital, see FCD 1, Annex J (for Federal entities) or CGC 1, Annex J (for non-Federal entities).

**VI. Test, Training, and Exercises Program Annex**

Insert Text Here

Continuity TT&E Requirements	Monthly	Quarterly	Annually	As Required

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**

Insert Text Here

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**I. Annex Implementing Instruction #1: Delegation of Authority**

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## **ANNEX A. GLOSSARY**

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## **ANNEX B. AUTHORITIES AND REFERENCES**

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## **ANNEX C. ACRONYMS**

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