**PLAN ORGANIZATION AND FORMAT CHANGES**

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| --- | --- |
| **NEW LAYOUT** | **OLD CONTENT** |
| **Administrative introductions** |  |
| Confidentiality statement |  |
| Table of contents | Table of contents |
| Promulgation statement | Promulgation statement |
| **Main body sections** |  |
| Essential functions | Essential functions moved from annex to main body of planRisk management moved from annex to main body of plan |
| Alternate locations and telework | Continuity facilities moved from annex to main body of plan |
| Essential records and IT functions | Essential records moved from annex to main body of plan |
| Human resources | Human resources moved from annex to main body of planOrganizing and assignment of responsibilitiesDirection, control and coordinationLeadership and staff moved from annex to main body of planSuccession moved from annex to main body of planDelegations of authority moved from annex to main body of plan |
| Communications | Communications moved from annex to main body of planDisaster intelligence |
| Reconstitution |  |
| Devolution  | Devolution |
| Budgeting and acquisition | Budgeting and acquisitionMulti-year strategy and program management |
| Training, testing and exercises | Training, testing and exercises moved from annex to main body of plan |

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| --- | --- |
| **Plan Appendices** (include if needed to support each of the main body sections) to hold:* Details that change frequently *(such as contact directories)*
* Lengthy, detailed descriptions or directions for processes described in the main body sections *(such as business process narratives/diagrams/ SOPs that describe each step of work)*
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| **Administrative appendices** |  |
| * Authorities and references
 | Authorities and references |
| * Glossary and acronyms
 | Acronyms |
| * Plan maintenance (changes and distribution)
 | Plan maintenance (changes and distribution) |
|  | ~~Purpose~~ |
|  | ~~Scope~~ |
|  | ~~Situation overview~~ |
|  | ~~Planning assumptions~~ |
|  | ~~Objectives~~ |
|  | ~~Phase 1 – Readiness~~ |
|  | ~~Phase 2 – Activation~~ |
|  | ~~Phase 3 – Continuity Operations~~ |
|  | ~~Phase 4 - Reconstitution~~ |
|  | ~~Annexes (now the main body of the plan~~ |

**NEW PLAN SECTIONS AND SUBSECTIONS**

**ADMINISTRATIVE INTRODUCTIONS**

* Confidentiality statement
* Table of contents
* Promulgation statement

**ESSENTIAL FUNCTIONS**

* Business impact analysis summary (BIA)
* Essential functions and resources summary (BPA)
* Support functions
* Interdependencies and mutual aid
* Work flow process diagrams/descriptions

**ALTERNATE LOCATIONS AND TELEWORK**

* Space, usage and infrastructure summary
* Access to communications, internet and remote servers
* Contracts (MOAs, MOUs)
* Maps, directions, security and access requirements
* Telework
	+ Internet access
	+ Hardware and software
	+ Security requirements
	+ Remote access capabilities
* Relocation
* Work go kits

**ESSENTIAL RECORDS AND IT FUNCTIONS**

* Records manager/IT data manager identified
* Identification and storage of essential records
* Backup and protection
* Recovery plan
* Strategies and procedures to name and store essential records for ease in recovery

**HUMAN RESOURCES**

* Identification and description of roles and responsibilities for:
	+ Senior leadership
* All personnel
* Continuity team
* Reconstitution team
* Succession and delegations of authority
* COOP activation
* Accounting for staff location and wellbeing
* Personal recovery assistance
* Replacing staff

**COMMUNICATIONS**

* Redundant, resilient systems
* Alerts and notification
* Ongoing communications procedures and responsibilities
* Contact rosters
* Tracking the threat as it develops
* Outside communications
	+ The press
	+ The public

**RECONSTITUTION**

* Network communications between senior management and others
* Recovery/replacement of resources
* Repairs/replacement of facility
* Setup and testing facility
* Return to work scheduling

**DEVOLUTION**

* Identification of partner(s)
* Contracts (MOAs, MOUs)
* Description of work
* Transfer of functions and authorities

**BUDGETING AND ACQUISITION**

* Cost prevention, mitigation, reallocation
* Emergency procurement
* Multi-year strategic budget planning

**TRAINING, TESTING AND EXERCISES**

* Training
	+ All staff
	+ Continuity and Reconstitution Teams
	+ Devolution partners
* Testing and exercising
* Documentation
* Multi-year strategic training planning
* After-action and improvement planning
* SORM reporting plan

**APPENDICES**

* Essential functions
* Alternate locations and telework
* Essential records and IT functions
* Human resources
* Communications
* Reconstitution
* Devolution
* Budgeting and acquisition
* Training testing and exercises

**ADMINISTRATIVE APPENDICES**

* Authorities and references
* Glossary and acronyms
* Plan maintenance
	+ Annual review and changes
	+ Record of distribution

***Each of the body sections of the plan is a separate subject and all aspects of that subject should be described within that section.***

***Each of these may, or may not, have an appendix. Appendices would be used to house material that supports or provides evidence for the information in the main sections, and is either too lengthy, or changes too often, to fit well within the section (examples: call directories, contracts, directions and maps, work flow process narratives or diagrams).***

***The FEMA guide includes sample tables that might be useful for some planners. Although these are provided as at the end of the FEMA guide, if used these tables should be inserted into the appropriate plan section or appendix.***

**Things to consider and incorporate throughout the plan**

* Integrated planning with other threat management topics to make each plan more concise and effective and to minimize duplication or conflicting information by cross-referencing rather than re-developing data. Other threat based plans include:
	+ Preparedness (risk and safety plans)
	+ Prevention (plans to avoid, mitigate, or transfer the risks)
	+ Emergency response (emergency management, evacuation, shelter-in-place, active shooter)
	+ IT disaster recovery (ensuring access to hardware, software, data and internet, and protecting security)
	+ Recovery (reconstituting full operations)
* Exploring opportunities and strategizing to plan and/or exercise with other entities to create the best protections (this might include entities with interdependent essential functions, and those who share the same space, geography, mission, size, activities, challenges or customers).
* Adaptations to cover a situation when manpower is the limiting factor rather than facility, equipment or data access (as in a pandemic)

**Other changes to note**

FEMA terminology has been simplified in several ways for the sake of brevity and clarity.

* Essential functions (EF) can be used in place of mission essential function (MEF) to avoid the frequent misconception that these referred to two different things.
* Continuity Team used in place of Emergency Relocation Group (ERG) to clarify that this group of personnel is handling the most important of the regular every day work, NOT the effects of the disaster.