



## Hamilton County Continuity of Operations Worksheet #1

### Supporting Material for Identifying Your Essential Functions

Essential functions for your organization are those organizational missions required to be performed during a disruption to provide vital services, exercise civil authority, maintain the safety and health of the public, and sustain the industrial economic base. Identifying your organization's essential functions is the first step. The key is to identify the highest priority functions and the required resources and capabilities to ensure that they can be performed. If too many functions are identified as essential, limited resources and/or staff availability during a disruption may not be sufficient to perform the identified essential functions. Failing to identify essential functions may prompt those functions to not be performed during a disruption when they are needed. See below for steps to help you identify and prioritize your organization's essential functions.

#### Step 1: Identify Organizational Functions

Identify the important functions the organization performs and the requirements to perform each function.

Resources may include:

- Statutes, laws, executive orders, or directives
- Mission Statements and/or the Strategic Plan
- Input from organizational leadership
- Published literature

**Output:** List of all organization functions

#### Step 2: Identify Organizational Essential Functions

Identify the organization's essential functions by determining whether the function fulfills the mission of the organization and whether the function is essential during a disruption.

- Does the function fulfill the organization's mission?
  - Likely an essential function if the function results in the delivery of service to the public or another organization
- Does the function need to be performed during a crisis?
- Are there any other functions we do not perform on a day-to-day basis, but we will fulfill during an emergency?
  - E.g. reporting to the Cincinnati-Hamilton County Regional Operations Center, conducting damage assessments, providing nonessential personnel to fulfill a role in the emergency response effort, etc.

**Output:** Identification of essential functions

#### Step 3: Develop Essential Function Data Sheets

Review each essential function by looking at what the function is, what will the impacts be if the function is not performed, when the function will need to be recovered by, and what partners may be needed.

**Output:** Essential Function Data Sheets

#### Step 4: Prioritize Essential Functions

Prioritize the essential functions. The functions are prioritized by considering the required recovery time, the interdependence of other functions and critical processes on the function in review, the impact of not conducting or delaying the performance of the essential function and the priorities of management.

**Output:** Prioritized list of the essential functions

#### Step 5: Submit Candidate Essential Functions for Leadership Approval

Submit the essential function list and supporting material to leadership for review and approval. Organizational leadership should be in full agreement with the organization's essential functions and priorities during a disruption or emergency

**Output:** Approved prioritized essential functions list

# Essential Function Data Sheet

Date: \_\_\_\_\_

Organization:

Essential Function Statement: *Short concise statement of what the function is.*

Descriptive Narrative: *A detailed explanation of the mission, legal, or other requirement to perform the mission and deliverable provided by performing the function.*

Impacts if Not Conducted: *A brief description of the effects if the function is not performed including whether other functions cannot be performed.*

Partner/Interdependencies: *A list of the internal and external partners necessary to perform the function.*

Recovery Time Objective: *Determine when the function must be performed by. Use the 5 priority categories described in the COOP plan template as a guide.*