

JFCS Continuity of Operations Planning

Department/Program: _____

Critical Functions during an Emergency or Significant Disruption

List below the tasks that will still need to be performed in the event of circumstances that significantly disrupt normal operations for more than three business days (e.g., severe weather emergency or infectious disease outbreak). Critical functions are those that must be continued under any circumstance (e.g., health and safety of clients or staff, legal/contractual obligations, or payroll). Do not list lower priority functions that can be safely deferred until normal operations resume.

Critical Function	Responsible Staff Member	Backup Staff Member(s)	Maximum Operation Time Without Performance of the Critical Function

For each item listed above, consider:

- If client/public contact is required, does it need to be done in person – or is a remote option permitted?
- Does the employee have the equipment, access and training to perform this function remotely? Consider telephones, camera for video conferencing, laptops, VPN, etc.
- What functions require access to the JFCS file server, and what only needs internet access (e.g., email, Welligent, Workforce One, etc.)
- What other supplies or resources are required (e.g., print materials, credit card for purchases, revenue from funders, etc.)?
- If there is a backup, do they have access to required equipment and resources?

Critical Function (from list above)	Remote Option Permitted? List Circumstances if Appropriate	Equipment/Systems Required for Remote Service Delivery	Other Supplies/Resources Required for Remote Service Delivery

For each item listed above, identify the steps required to prepare for readiness. Mark with an X when completed.

Preparation steps	X
(Examples: Train on using StartMeeting, identify and train backup, create mailing list for canceling event, etc.)	

What questions or concerns do you have?