


Appendix D: Worksheet 2.1: Individual Job Continuity Planning Worksheet

 Planning to continue operations during an emergency helps to identify your critical job functions and how you plan to carry them out under unusual circumstances. Consider your specific job functions, how they are normally done, how they could be performed outside of the norm, and how you would communicate with your organization.

Your personal planning (done on this worksheet) will be a complement to your community-based organization's Emergency Preparedness Plan. Making a plan for yourself will help you and your organization react to an emergency in a timely manner. Remember, this document may cover more than you need to plan for, or it may not have all that you need to plan. This is a "jumping-off point" for planning. You can make your plans anything you want, as long as they work for you and your organization.

Job Function	Comments
What are your overall job functions?	
What are your most critical job functions? (What do you have to do to keep the organization running?)	
Prioritize these critical job functions:	
Modify your list if necessary to take seasonal circumstances into account.	
What do you absolutely need/require to do your job?	
Dependencies	
What other jobs or job functions do you absolutely need to do your job?	
Are there alternatives to these needs/functions?	
Do you rely on another person (either internally or externally) to do your job? Do they have a plan?	
Do others rely on you to do their jobs? Are you making these functions a priority for you? (Work with these other people to help create a larger plan.)	
Alternatives	
Can you do your job from a different location? (i.e., home, a different office)	
How would you do your job from a different location? Do you have the equipment at home that is necessary?	

Can you do your job without electricity? How?	
Are your alternatives realistic? If not, can you make them more feasible?	
Is there a time limit for being able to perform your job under different conditions?	
Communication	
What communication methods do you use externally and internally now?	
Will you be able to maintain these lines of communication in an emergency?	
Prioritize your communication methods:	
Will you be able to maintain communication if lines are limited (no phone, no electricity)? How?	
Organization Level	
Do your answers (your plan) align with your organization's priorities, mission, people, and property?	
Do your answers (your plan) align with your organization's Continuity of Operations Plan?	
Who will be receiving this plan? (Everyone should know what the plans are.)	
In the event of an emergency, could you take on another role with your organization?	
What other role?	
Can someone take on your job functions (if you are unable to perform it)? Who could? (Talk with them and work together on this plan.)	
You should review and update your plan annually – make a date now.	

Source: City of Bloomington, MN