
Unit 9: Outreach and Resources

Objectives

At the end of this unit, you should be able to:

1. Identify existing outreach programs related to continuity planning.
 2. Identify opportunities to partner within and outside of the organization.
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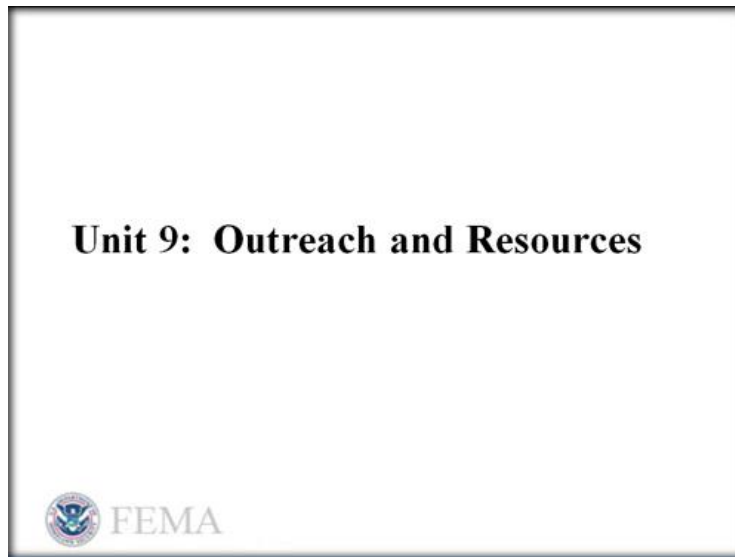
Scope

- Unit Overview and Objectives
 - Outreach Programs
 - Support for Continuity Program Managers
 - Summary and Transition
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Time Plan

The suggested time plan for this unit is shown below.

Topic	Time
Unit Overview and Objectives	5 minutes
Outreach Programs	30 minutes
Support for Continuity Program Managers	35 minutes
Summary and Transition	5 minutes
Total Time	1 hour 15 minutes



There are many resources available to help Continuity Managers develop and maintain their programs. This unit identifies some of the outreach programs that can assist with continuity planning and their associated benefits. The topics covered in Unit 9 are:

- Outreach Programs.
- Support for Continuity Program Managers.

Unit Objectives

- Identify existing outreach programs related to continuity planning.
- Identify opportunities to partner within and outside of the organization.



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Outreach Programs

Continuity Program Managers can partner with outreach programs available through:

- Headquarters-based groups.
- Regionally based groups.
- Other agencies with continuity responsibilities.
- Inreach.



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A strong continuity program requires significant effort. Fortunately, there is a wealth of information available to agencies as they complete their continuity plans. One way to enhance planning efficiency is to form partnerships.

There are several programs currently available to assist Continuity Program Managers. These programs exist at the headquarters and regional levels of many organizations.

This lesson will identify outreach programs available through:

- Headquarters-based groups.
- Regionally based groups.
- Agencies with continuity responsibilities.
- Inreach.

Headquarters-Based Groups

FEMA chairs the interagency Continuity Advisory Group (CAG). The CAG:

- Issues guidance for headquarters and regional levels of Federal agencies.
- Coordinates and disseminates guidance to the regional level.
- Non-Federal groups?



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State, local, territorial, and tribal governments may have similar working groups to help with continuity planning.

CAG's Mandate

The CAG is the principal interagency forum for:

- Discussion of continuity policy, plans, and procedures.
- Dissemination of information to agencies.
- Guidance in development and improvement of continuity plans and capabilities.



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Small Agency Council

The Small Agency Council assists smaller Federal agencies with their continuity planning efforts.

Many Federal agencies and other government entities have their own internal continuity working groups.

These groups:

- Exchange ideas and information.
- Assist each other in developing guidance.



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Many individual agencies have their own internal continuity working groups as well. State, local, territorial, and tribal governments may have similar groups. These groups meet to exchange ideas and information, as well as to assist each other in developing guidance.

Regionally Based Groups

- **Federal Executive Boards (FEBs)** conduct joint exercises, workshops, and seminars.
- **Regional Interagency Steering Committees (RISCs)** are a forum for agencies involved in Federal response to disasters.
- **Regional offices for FEMA and GSA** provide continuity advice and training for regional counterparts.



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FEMA Continuity Responsibilities

FEMA, as the Lead Agent for the Federal Executive Branch, is responsible for:

- Coordinating the continuity activities of Federal Executive Branch agencies.
- Issuing continuity policy guidance.
- Conducting assessments of the continuity capabilities and reporting to the Homeland Security Council.
- Chairing the Interagency CWG.



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FEMA Continuity Responsibilities

FEMA provides guidance and training sessions for State, local, territorial, and tribal continuity planning.

FEMA guidance and training is supplemented by States that developed CWGs, training, and other guidance.



Continuity Guidance Circular 1 (CGC 1)
Continuity Guidance for Non-Federal Entities (States, Territories, Tribal, and Local Government Jurisdictions and Private Sector Organizations)
June 2009



GSA Continuity Responsibilities

GSA has responsibility for:

- Maintaining a database of all operational continuity facilities.
- Acting as the Federal Government's landlord and supplier.

Non-Federal governments can use GSA Schedule contracts for procurements before and after disasters of all types.



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Through the Disaster Recovery Purchasing Program, GSA supports State, local, territorial, and tribal government efforts to ensure continuity. These entities can use GSA Schedule contracts for procurements before and after major disasters of all types.

Agency Continuity Responsibilities

Individual agencies are responsible for:

- Appointing a continuity POC.
- Developing a Multi-Year Strategy and Program Management Plan.
- Developing, approving, and maintaining continuity plans and procedures.
- Conducting TT&E for continuity plans and procedures.



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Agency Continuity Responsibilities

Additional individual agency responsibilities include:

- Participating in interagency continuity exercises.
- Providing notifications of continuity plan activation.
- Providing updates on continuity status.
- Coordinating intraagency continuity efforts in accordance with directives.



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Inreach

What should you be doing to promote continuity planning within your organization?



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Inreach

Within your organization, you should:

- Promote the continuity program.
- Partner with other segments of the organization.
- Demonstrate planning results.
- Conduct TT&E activities.



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Support for Continuity Program Managers

Senior leadership supports the continuity process by:

- Establishing continuity planning as an organization priority.
- Appointing a Continuity Program Manager.
- Identifying and prioritizing essential functions.

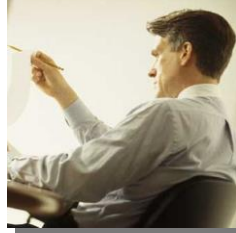


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Support From Agency Leaders

The agency leader shows support by:

- Approving the continuity plan.
- Supporting continuity processes and procedures.
- Conducting continuity planning sessions to establish goals and objectives.
- Approving the MYPMP.



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Continuity Responsibilities for Agency Leaders

Continuity Planning Responsibilities for Agency Leaders

Responsibility	Involves
Establishing the order of succession and delegations of authority	Provisions in place for the transfer of authority if one is required
Coordinating intraagency continuity efforts and initiatives	Policies, plans, and activities in accordance with directives related to terrorism, critical infrastructure protection, and other hazards that may require continuity plan activation
Safeguarding vital records	Backup copies of vital records current and safe
Designating go kit responsibility	Individual responsible for maintaining the office go kit identified
Involving organization in internal and interagency continuity exercises	Organization participation in interagency continuity exercises and internal TT&E
Ensuring all information technology requirements are identified	Information technology processes integrated into continuity planning and procedures
Promoting family support planning	Consideration for care, protection, and well-being of each employee's family members

Continuity Implementation Responsibilities for Agency Leaders

Responsibility	Involves
Activating the continuity plan	Emergency notification given
Notifying the designated operations center of continuity implementation	Notification that activation has occurred
Providing updates on continuity status	Status notifications to the designated operations center
Ensuring all ERG members report to the continuity site	Check in and commencement of operations
Submitting daily reports	Report generation, as required

Continuity Responsibilities for Agency Leaders (Continued)**Continuity Reconstitution Responsibilities for Agency Leaders**

Responsibility	Involves
Ensuring that personnel accountability procedures (including time and attendance procedures) are in place	All employees accounted for and work hours for ERG members tracked
Assigning a reconstitution point of contact	A single person to manage the overall reconstitution process (may be assisted by a reconstitution team, as appropriate)
Planning for and assisting in the reconstitution process	Policies, plans, directives, and procedures to govern the reconstitution process

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Activity: Planning Continuity Communications

Purpose: The purpose of this activity is to give you an opportunity to plan the tasks that will enable you to promote continuity planning at your agency.

Instructions: Follow the steps below to complete this activity.

1. Work in your table group to complete this activity.
2. Complete the Continuity Outreach Worksheet below for your agency.
3. You will have 15 minutes to complete this activity.
4. Be prepared to present and discuss your completed Continuity Outreach Worksheet with the class.

Continuity Outreach Worksheet	
Task	Options
1. Identify three possible groups: Public or private organizations; or Federal, State, and local entities with which to form partnerships.	1.
	2.
	3.
2. Identify three specific and distinct benefits of continuity planning that you can use to sell the continuity program to managers within the organization.	1.
	2.
	3.
3. Identify at least three tasks and activities needed to create a continuity marketing plan.	1.
	2.
	3.

Summary and Transition

This unit:

- Identified resources for continuity planning.
- Covered outreach opportunities and programs.

Unit 10:

- Will summarize the course and present the final exam.



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This unit identified resources for continuity planning. It covered outreach opportunities and programs that provide assistance for the development of a continuity plan.

Unit 10 will summarize the course and presents the final exam.

