

Plan Component	Assessment Element	Assessment Criteria
C. Business Impact Analysis	Identification of Essential Functions; Vital Records, Software Applications and Databases; Equipment; Internal and External Resources; Facilities	<p>Agencies should identify their essential functions as the basis for COOP planning. Essential functions are those functions that enable agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency. When identifying essential functions, agencies should:</p> <ul style="list-style-type: none"> • Identify all functions performed by the agency, then determine which must be continued under all circumstances • Prioritize these essential functions • Establish internal and external staffing and resource requirements needed to perform essential functions • Identify mission critical equipment, software applications, data and systems necessary to conduct essential functions • Identify requirements for alternate facilities • Defer functions not deemed essential to immediate agency needs until additional personnel and resources become available <p>Supporting activities to ensure that essential functions can efficiently as possible during emergency relocation.</p> <p>Plans should account for the identification and protection of the equipment, vital records, software applications and databases necessary to perform essential functions and all activities needed to reconstitute normal agency operations after the emergency. These plans should include the associated system/data management software and other critical hardware, software and ancillary equipment. Provisions for managing and protecting classified or sensitive data at the recovery site are required. To the extent possible, agencies should pre-position and update on a regular basis duplicate records or back-up electronic files.</p>