**Instructions**

1. Review the definitions below to make sure you understand all the terms.
2. In the table on page 2, document your current workflow in the column marked **"Regular Operations."** This can be for your entire organization or just one **program**.
3. Make a list of disasters or disruptive events that could impact you. Save a separate copy of this worksheet for each one, with a filename anyone can understand, such as "earthquake," "building fire," "winter storm."

For each worksheet:

1. Enter the disaster in the cell marked **"DISASTER."**
2. Decide how many **Levels of Severity** you would like to address (we recommend at least two per disaster). Duplicate the table on a new page as many times as you have levels. **Tip**: Mouse over the table and look for the Table Selector icon in the upper left. Click it once, then use Control-C to copy the entire table. Go to the next page and use Control-V to paste it.
3. We've allowed for two responses, and you get to decide on the **Timeframes** for those. Most initial response timeframes are 24 to 48 hours. "Recovery Response" documents what happens after that. You can create additional responses by using additional sheets.
4. Document your **Assumptions** for each operation.
5. Taking the assumptions into account, document your **Responses**.
6. Step back and review your entries. What do you need to achieve these planned responses? Does your staff need additional supplies or training?
7. **Save** the completed worksheets somewhere you'll be able to access them electronically, like Dropbox or Google Drive. We recommend that you also **save PDF versions**, so you can open the files on any device. **Print** several copies as well.
8. Share your Continuity of Operations Plan by Disaster across the organization so everyone knows the plan.

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| DEFINITIONS |
| Regular operations | What your organization regularly does in a normal course of events.  |
| Inputs | Resources needed to conduct your activities. For example, a food bank needs food, distribution supplies, health and safety equipment, etc. |
| People | Staff and volunteers needed to conduct your activities. |
| Clients | The people you serve. |
| Partners | Other organizations involved in conducting your activities (if relevant). |
| Location | Where your work happens, including your office, warehouse, or public places where you assist clients. |
| Outputs | Products of your work.  |
| Level of severity | How much of your organization is affected by the disaster, and for how long? For example, is it a tropical storm or a category 4 hurricane? |
| Assumptions | What you can assume will happen based on your knowledge and experience. Consider different times or days; what if a disaster happens at night? On a weekend? |
| Initial response | Immediate reaction to an event. The exact timeframe will vary based on the event, your services, and your clients. |
| Recovery response | Reaction after the initial response. This may last for a week or longer, depending on the circumstances. |
| Timeframe | When does this response begin and end? |

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| **DISASTER:**  |
|  | **Regular Operations** | **Level of Severity****(Moderate, Severe, etc.):**  |
| **Program (optional):** | **Assumptions** | **Initial Response****Timeframe:**  | **Recovery Response****Timeframe:**  |
| **Inputs***Resources needed for your regular activities* |  |  |  |  |
| **People***Staff + volunteers* |  |  |  |  |
| **Clients** *The people you serve* |  |  |  |  |
| **Partners***Other organizations involved in your work*  |  |  |  |  |
| **Location***Where you conduct your activities* |  |  |  |  |
| **Outputs***Products of your activities* |  |  |  |  |