

A stylized graphic on the left side of the slide. It features two dark green mountain peaks with rounded tops. Below the mountains is a dark green wavy band representing a forest or a middle ground. At the bottom is a dark blue wavy band representing water. The graphic is composed of solid colors and simple shapes.

COOP Program Workshop

Mission Essential Functions (MEFs)
Part I

Agenda

- **Introductions**
- **Welcome to the Coffee Bar**
- **Workshop Objectives**
- **Session 1**
 - **MEF Overview - definitions and examples**
 - **Discuss normal business operations (aka “Blue Sky Operations”)**
 - **Identify Mission Essential Functions (MEFs)**
 - **Prioritize the MEFs**
- **Break**
- **Session 2**
 - **Debrief on Session 1**
 - **Priority 1 MEF Exercise**
 - **Next Steps**
 - **Q&A**



Introductions

- **Advisory Team**
- **Workshop Facilitators**
- **Department/Division Representation**
- **Name Cards**



Welcome to the Coffee Bar

Warm up exercise



Workshop Objectives & Core Capabilities

1. How to identify Mission Essential Functions
2. How to prioritize the Mission Essential Functions
3. How to identify the essential supporting activities
4. Prepare for the completion of Annex A: Mission Essential Functions
5. Prepare for the Essential Systems & Records Work Sessions (Annexes E & F)

FEMA Core Capabilities:

- Planning
- Operational Coordination
- Situational Assessment
- Logistics & Supply Management



Levels of COOP Activations



Catastrophic Events

Primary business functions on hold or deferred for extended periods of time, possible devolution. Limited resources available to support Mission Essential Functions

All hands on deck and in response mode.

Disruption of normal business operations

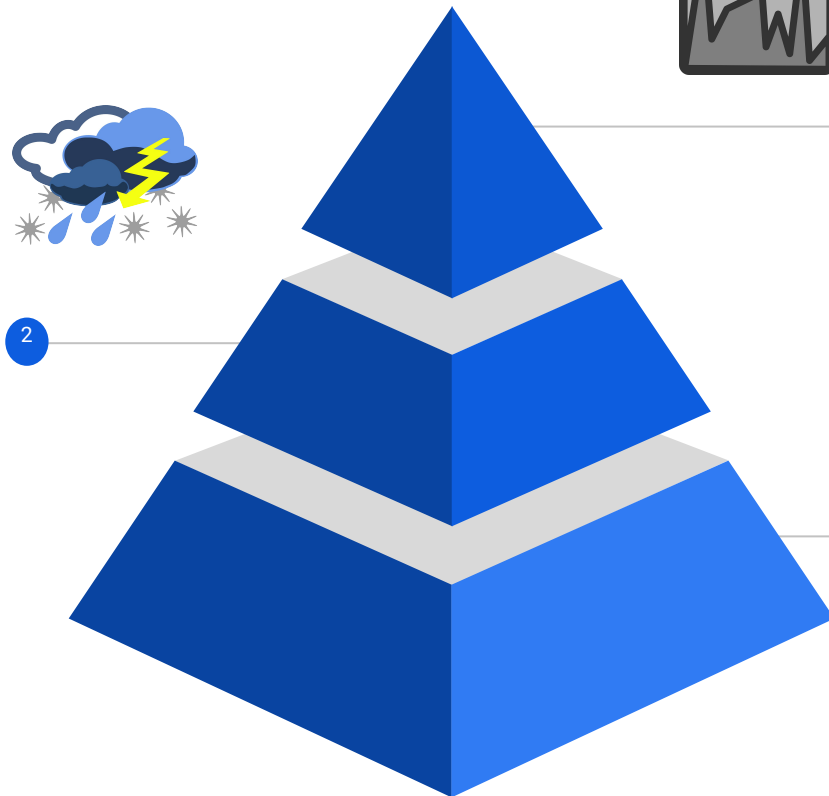
An event has occurred that interrupts normal business operations. Focus is shifted to quickly re-establish the Mission Essential Functions until normal operations can resume.



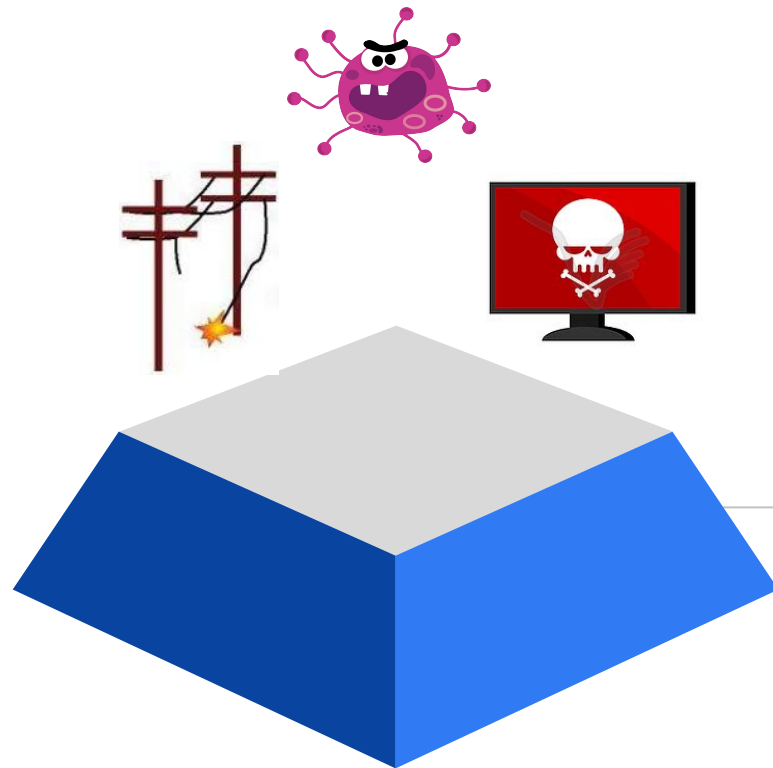
Expanded Operations

Additional response roles required of staff. May be serving in EOC positions or activating response missions like Mass Care, DRC, etc.

Resources are available to support Mission Essential Functions as well as expanded operations needs.



Workshop Focus



Disruption of normal business operations

An event has occurred that interrupts normal business operations. Focus is shifted to quickly re-establish the Mission Essential Functions until normal operations can resume.

3

SESSION 1

MISSION ESSENTIAL FUNCTIONS INTRODUCTION AND OVERVIEW

OBJECTIVE: Define and Prioritize Mission Essential Functions



COOP Elements

PEOPLE

Orders of Succession
Delegations of Authority
Continuity Personnel
Human Resources
Teams, Roles &
Responsibilities

PLACES

Alternate Facilities
Telework Coordination
Essential Records Locations
Stranded Worker
Coordination

THINGS

Mission Essential Functions
Essential Systems, Records
& Resources
Continuity Communication
Reconstitution
Devolution



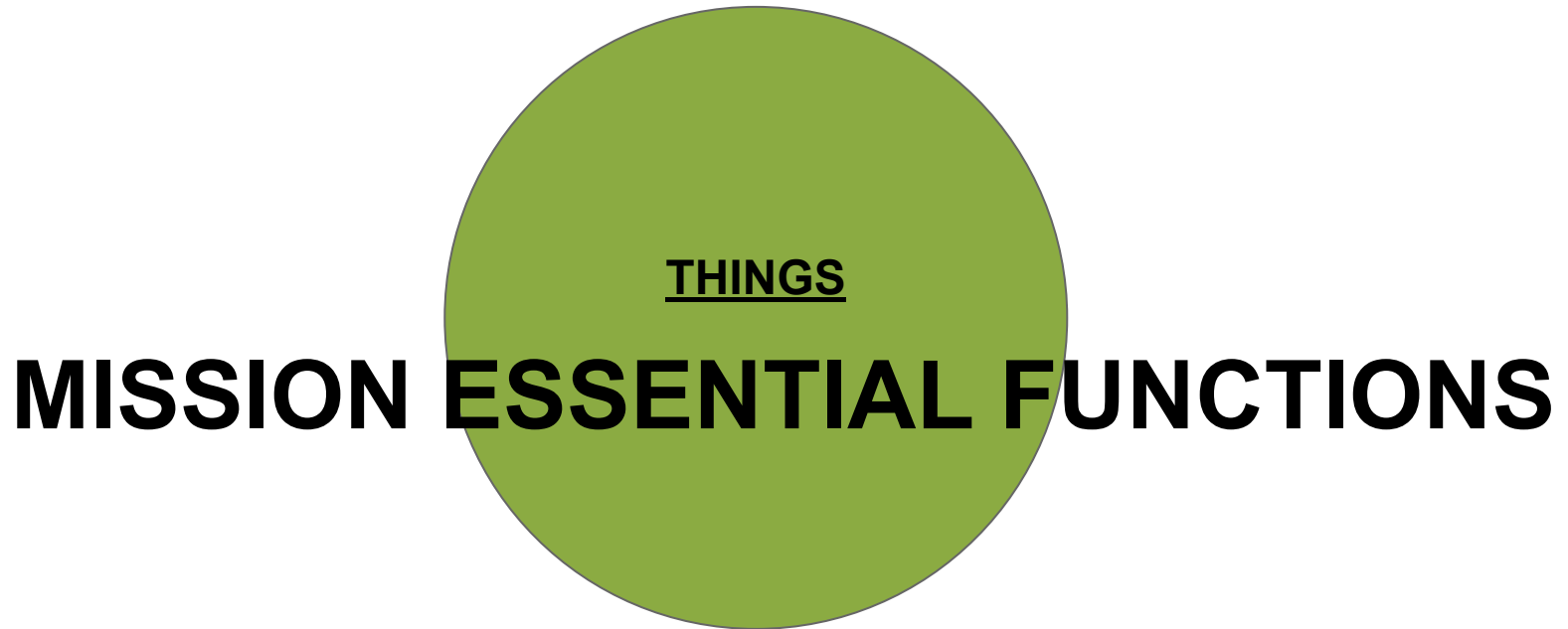
COOP Elements



THINGS

Mission Essential Functions
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COOP Elements



Mission Essential Functions

What they are:

- Functions directly related to accomplishing the mission of your department or division
- Functions that can not be deferred during a disruption
- **Functions that provide vital services, maintain health & safety of the general public and sustain the economic base during a disruption**

What they are not:

- Common functions across the entire organization
- Common functions that, although important and urgent, do not *perform* the **mission**
- Supporting activities



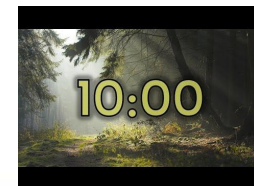
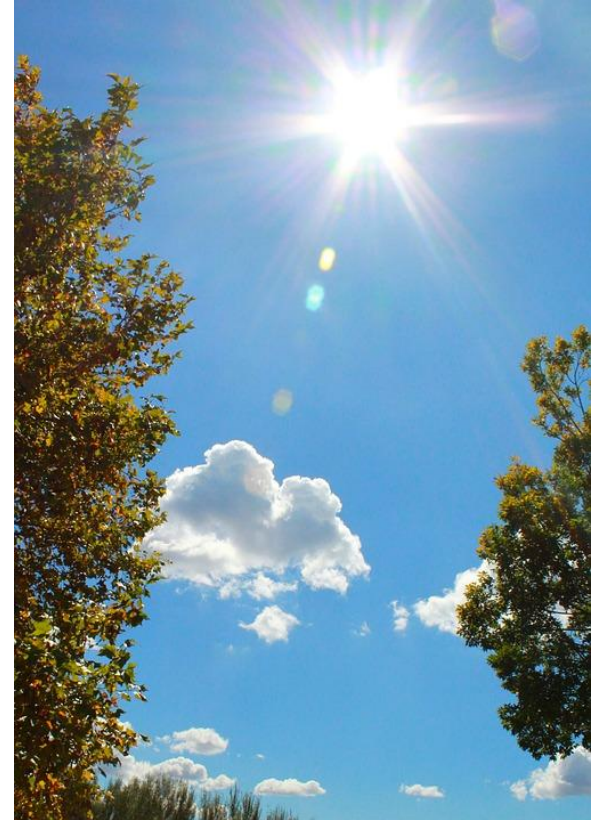
Mission Essential Functions

Fire Department Functions	
Mission Essential Function	Fighting fires is the mission of the fire department and cannot be deferred
Essential Supporting Activity	Keeping the fire trucks operating is an essential activity. This must be done; it can not be deferred. However, just keeping the fire trucks running does not provide the service that the community expects from the fire department. This supports the mission.
Non-Essential Mission (deferrable)	Providing community fire prevention education and training is important and may be considered a fire department mission; however, during a disaster, this can be deferred until a later time.
Non-Essential Supporting Activity (deferrable)	Providing retirement guidance to the fire fighters is a good thing; but this is neither the fire department's mission nor something it should spend time and resources on during a crisis.



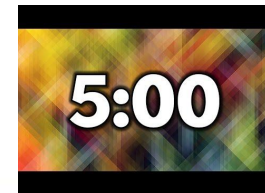
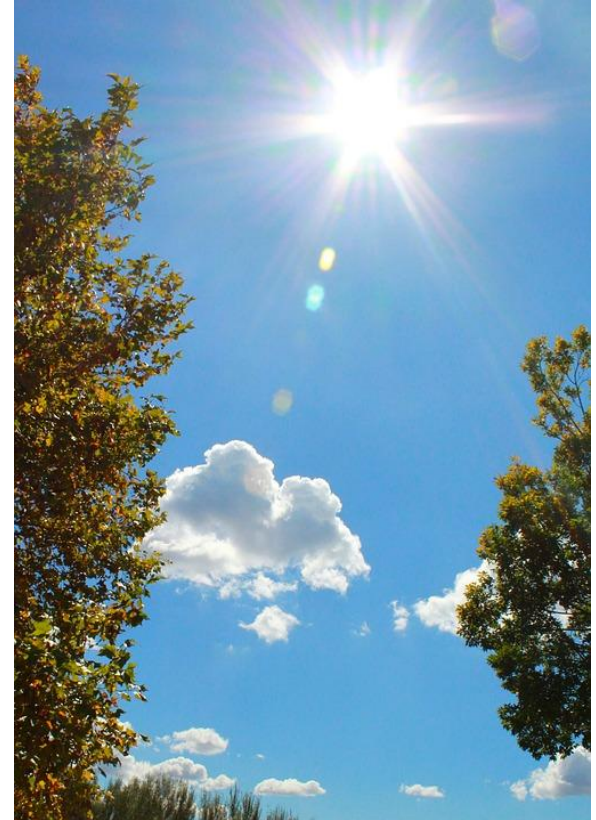
Primary Business Functions - *Daily Operations*

1. What functions do you perform everyday? What services are you providing?
 - Quick list - you don't have to capture everything today



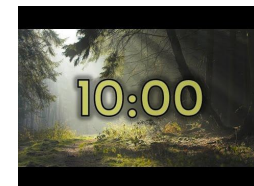
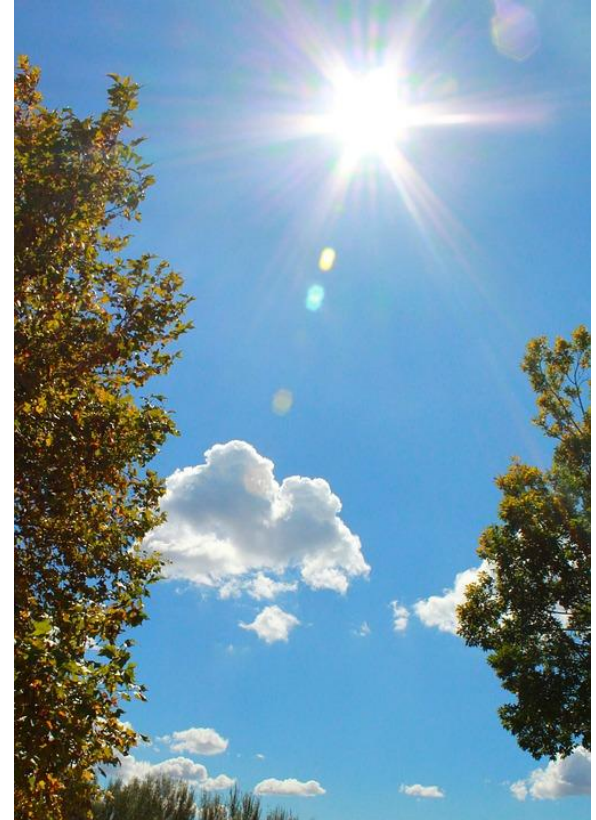
Primary Business Functions - *Daily Operations*

1. What functions/services do you perform everyday?
 - Quick list - you don't have to capture everything today
2. What is the mission of your department/division?



Primary Business Functions - *Daily Operations*

1. What functions/services do you perform everyday?
2. What is the mission of your department/division?
3. Which functions are:
 - PERFORMING your mission?
 - Supporting the mission?



Mission Essential Functions

- Stay focused on your daily operations, not expanded operations or catastrophic response.
- Which functions supporting the mission CAN NOT be deferred during a disruptive event?
- Move these post-it notes over to your “Mission Essential Functions” board
- Move supporting activities to the “Essential Supporting Activities” board



25:00



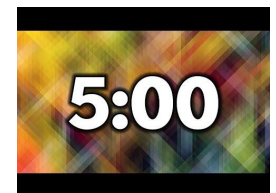


NOW WHAT?

Prioritize Mission Essential Functions

- Prioritize based on Recovery Time Objective (RTO)
- How long can you be without a particular service or function?
- What needs to come back “online” first?
- What needs to start happening immediately vs. in a few hours, days, etc.

RTO Tier	Ratings	Priority
1	Immediate: These functions have a direct and immediate effect on the organization to ensure the safety of individuals and protect property.	0-12 Up to 24 hours
2	Critical: These functions can be delayed until Tier 1 functions are restored must be operational within 72 hours	24-72 hours
3	Necessary: These functions can be delayed until Tier 1 and Tier 2 functions are restored but must be operational within one week.	72 hours - 1 week
4	Important: These functions can be delayed until Tier 1, Tier 2, and Tier 3 functions are restored but must be established within 30 days.	1 week - 30 days



Wrap-Up

- Focused on how to identify and prioritize the Mission Essential Functions and supporting activities/processes
- Take this process back to your team and your management
- Finalize your list of Mission Essential Functions and supporting activities/processes
- Advisory Team is available to meet with or facilitate meetings or discussions within your departments/divisions/offices/units
- COOP Liaisons need to stay for the next session
- Session 2 will focus on preparing for the next step in the process: Essential Systems & Records
- Questions?





Give Me
A Break!

10 MINUTE BREAK



SESSION 2

**WHERE DO WE GO FROM HERE?
NEXT STEPS...**

OBJECTIVE: Provide training and tools for the essential systems and records identification process



Session 1 Debrief

- All the preliminary work should be taken back to department/division management for completion
- Feedback regarding Session 1
- Questions or concerns related to the identification and prioritization of Mission Essential Functions?
- Completed Annex A due in approx. 4 weeks
 - Advisory Team will be reaching out to schedule follow-up meetings
 - Advisory Team is available to assist
 - COOP Google Drive folders will be set up with a copy of Annex A within a couple days



COOP Elements

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Orders of Succession
Delegations of Authority
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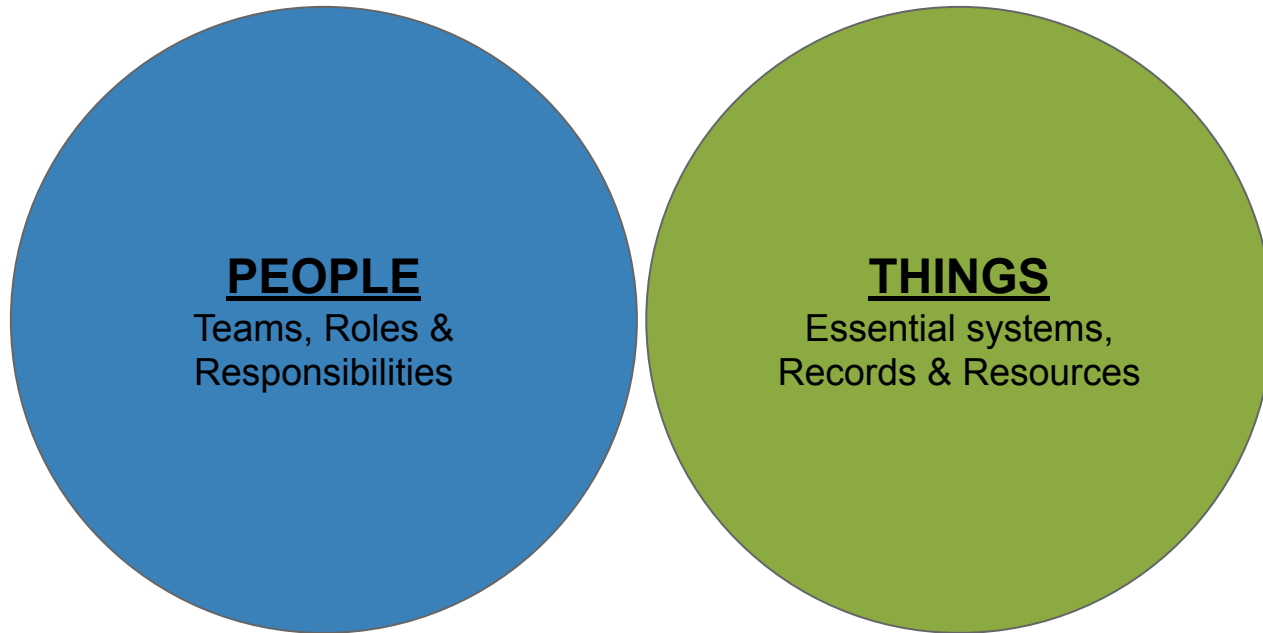
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COOP Elements



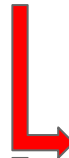
COOP Elements



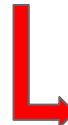
Essential Function



Supporting Activity (Process)



Records



System or Application



Equipment



COOP Elements



Essential Function

- ↳ Supporting Activity (Process)
 - ↳ Who performs the function (County staff)?
 - ↳ Supported by a service provider/partner agency?
 - ↳ Contractual



Next Steps

- **All the preliminary Mission Essential Function work should be taken back to department/division management for completion**
- Reach out to the Advisory Team for assistance
- Begin identifying department/divisions/office/unit Subject Matter Experts (SMEs) to attend the Essential Systems & Records (ESRs) Work Sessions
- ESR Work Sessions will be scheduled over the next few months to work towards completion of Annex E & F
- Annex A is due in approx. 4 weeks
- Copies of Annex A, E & F will be placed in your department/division folder on the COOP Program Google Drive



Questions?

