ORGANIZATION 72-HOUR CONTINUITY DRILL

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Internal working document	Exercise at least annually; review after major system or staffing changes

This is a drill, not a disaster fantasy. Test whether authority, staffing, data, communications, facilities, suppliers, money, and public responsibilities can continue lawfully and safely if normal administrative systems are unavailable for three days.

PEOPLE

Who has decision authority if leaders are unreachable?

Who can perform critical tasks?

Who has backup?

What tasks require credentials?

What tasks can safely stop?

INFORMATION

What data is essential?

Where is it backed up?

Can necessary information be reached offline?

Who has authorized access?

How are changes logged?

COMMUNICATIONS

How do staff coordinate if primary channels fail?

How do you reach clients or the public?

What channel is trusted for urgent notices?

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FACILITIES AND SUPPLY

Can the building / workspace operate safely?

What utilities are essential?

What critical supplies or vendors have long lead times?

What alternate location or remote process exists, if any?

FINANCE / AUTHORITY

Who can approve emergency spending?

What payments must continue?

What legal / regulatory obligations cannot be paused?

What records document temporary decisions and their expiration?

EXERCISE RESULTS

Test item	Worked?	Gap found	Owner	Due date

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Source basis: Every Government Dies - The Organization Continuity Drill.
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