PROFESSIONAL CONTINUITY WORKSHEET

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Professional / organization-sensitive	Review annually and after role or system changes

Write short answers before a crisis makes them urgent. The point is not to copy private or proprietary material. It is to identify the lawful knowledge, dependencies, records, skills, and handoff steps required to keep a legitimate function from disappearing with one person or one system.

ROLE CONTINUITY

Role / function

What is the core function of my role?

Minimum people required

Minimum equipment required

Minimum data required

Minimum utilities required

Critical vendors / outside systems

Which procedures are safety-critical?

Which records must survive an outage, leadership change, or system migration?

Who else can perform key tasks, and which single-person dependencies remain?

What can continue safely offline?

What requires legal, supervisory, licensing, or ethical authorization?

Which credentials, certifications, work samples, references, and contacts should I lawfully preserve?

Which skills travel with me if the title or institution disappears?

What would a clean handoff look like if I had to leave tomorrow?

PROFESSIONAL CONTINUITY WORKSHEET

Source basis: Every Government Dies - Field Appendix H.
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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?

ORGANIZATION 72-HOUR CONTINUITY DRILL

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

ORGANIZATION 72-HOUR CONTINUITY DRILL

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INSTITUTIONAL INTERVIEW WORKSHEET

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Do not collect protected or sensitive operational details	Use occasionally for institutional literacy

Ask the operator, not just the spokesperson, what ordinary dependencies matter. The purpose is institutional literacy, not intelligence collection. Do not pressure workers to reveal protected infrastructure details, security arrangements, private records, credentials, patient information, or vulnerabilities that should not be public.

CONTEXT

Institution / function

Role interviewed - no unnecessary personal details

Date

Public / lawful context for conversation

QUESTIONS

Question	Notes - keep at appropriate sensitivity
What is the hardest position to fill?	
What breaks most often?	
What is the longest lead-time part?	
What task depends on one person?	
What happens during an outage?	
What outside system are you most dependent on?	
What do customers misunderstand about your work?	
What problem keeps recurring because nobody has authority or money to fix it?	
What would make the service stop for a week?	

INSTITUTIONAL INTERVIEW WORKSHEET

CONVERGENCE

Dependencies that also appear in other systems

What is public and safe to retain?

What should not be recorded or shared?

Source basis: Every Government Dies - The Institutional Interview.
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REPAIR TEST WORKSHEET

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Working document	Use after an important failure

A system is revealed by what happens after failure. This worksheet distinguishes returning service from learning enough to prevent the same emergency from recurring.

FAILURE RECORD

What failed?

Date / duration

Who or what was affected?

SEVEN-STEP REPAIR TEST

Step	Question	Evidence / result	Status
1 Detection	Did the institution notice the problem itself or did the public have to force recognition?		
2 Communication	Did it explain what happened, what is known, what is unknown, and what people should do?		
3 Containment	Did it reduce immediate harm?		
4 Repair	Did the service return?		
5 Accountability	Did the institution identify cause and responsibility appropriately?		
6 Learning	Did procedures, staffing, infrastructure, or policy change?		
7 Memory	Will the organization remember the lesson after current staff leave?		

REPAIR TEST WORKSHEET

FOLLOW-THROUGH

Root cause / contributing factors

Change that should prevent recurrence

Who owns the follow-up?

Verification date

Source basis: Every Government Dies - The Repair Test.
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ESSENTIAL RECORDS REGISTER & BACKUP TEST

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Organization-sensitive; protect restricted records	Review at least annually and after major system changes

A continuity plan is incomplete if the essential records exist only in the system that just failed. Identify what must survive, who is authorized to access it, where redundant copies exist, and when restoration was last tested.

ESSENTIAL RECORDS REGISTER

Record / data set	Function supported	Custodian	Primary system / location	Backup / alternate	Access authority	Retention / notes

ESSENTIAL RECORDS REGISTER & BACKUP TEST

RECOVERY TEST

Record / system	Backup last verified	Restore / access test date	Tester	Result	Corrective action / owner

CONTINUITY QUESTIONS

Records required in first 4 hours

Records required in first 24 hours

Records required for payroll / personnel

Records required for contracts / vendors

Records required to protect public / client legal or financial rights

Offline or hard-copy records that must be pre-positioned

ESSENTIAL RECORDS REGISTER & BACKUP TEST

CONTROL RULES

- ☐ Use appropriate access controls for sensitive and personally identifiable information.
- ☐ Document system migrations and corrections; preserve audit history where required.
- ☐ Keep backups in a failure domain different from the primary system when feasible.
- ☐ Test restoration, not just backup creation.

Source basis: Built To Resist records chapters; FEMA continuity guidance on essential records.
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DELEGATION, SUCCESSION & HANDOFF SHEET

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Organization-sensitive	Review annually and whenever key roles change

A name on an org chart is not a handoff. Continuity requires a clear triggering condition, defined authority, limits, access, records, contacts, and an end point. This worksheet supports planning but does not itself create legal authority.

ROLE AND TRIGGER

Essential role / function

Primary role holder

First successor / alternate

Second successor / alternate

Trigger for succession / delegation

Who confirms the trigger under existing rules

AUTHORITY AND LIMITS

Authority that transfers

Authority that does NOT transfer

Spending / approval limits

Records / systems the successor needs

Licensing / legal / supervisory limits

Expected duration / return condition

DELEGATION, SUCCESSION & HANDOFF SHEET

HANDOFF CHECKLIST

- ☐ Current status and unresolved issues transferred.
- ☐ Essential records and access paths identified.
- ☐ External contacts and vendors transferred.
- ☐ Deadlines, risks, and pending decisions identified.
- ☐ Handoff acknowledged by outgoing and incoming role holders where possible.

ACKNOWLEDGMENT

Outgoing name / role / date

Incoming name / role / date

Reviewer / approving authority if required

Next review or expiration

Source basis: Built To Resist temporary-power and handoff chapters; FEMA continuity concepts on orders of succession and delegations of authority.
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VENDOR & SUPPLIER DEPENDENCY MAP

FORM REVISION	PRIVACY	REVIEW CADENCE
1.0	Organization-sensitive; do not publish security-sensitive details	Review quarterly for essential functions and after vendor changes

A backup plan can fail because the backup uses the same vendor, fuel source, cloud region, road, payment processor, or specialist as the primary system. Map dependencies far enough to discover hidden single points of failure.

DEPENDENCY REGISTER

Function	Vendor / supplier / service	What it provides	Primary contact	Fallback / alternate	Shared dependency / risk	Criticality

SINGLE-POINT-OF-FAILURE TEST

Vendor / service with no substitute

Dependency shared by primary and backup

Contract / license / credential that can expire

Physical delivery dependency

Payment / banking dependency

Communications / platform dependency

VENDOR & SUPPLIER DEPENDENCY MAP

FALLBACK READINESS

Dependency	Fallback identified?	Fallback tested?	Last test	Owner	Gap / corrective action

BOUNDARY

- ☐ Record ordinary continuity information, not protected security vulnerabilities.
- ☐ Confirm that alternates are genuinely independent where practical.
- ☐ Keep current contracts, support contacts, and lawful access credentials under proper controls.
- ☐ Review after vendor mergers, platform migrations, route changes, or major outages.

Source basis: Every Government Dies dependency-stack and professional continuity chapters; FEMA continuity principles.
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