List and prioritize the activities you consider essential to maintaining your organizations/departments mission. These are your organization essential functions. Functions dealing with patient care, life and or safety issues should be addressed first. Identify the department responsible for that function as well as a primary and alternate point of contact.

*Source: COOP for Smaller CBOs, Volunteer Florida, The Governor’s Commission on Volunteerism & Community Service*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Number** | **Essential Function** | **Department Responsible for Function** | **Primary Point of Contact** | **Alternate Point of Contact** |
| *Example: 1* | *Maintaining Medical Supplies* | *Supply Management* | *Bob Jones* | *Tracy Smith* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

Essential Functions can also be identified by Category One and Category Two functions. Category 1 functions are those that cannot be disrupted. Category 2 functions are those that can be discontinued for no more than 12 hours before they are resumed. All Functions should be listed by priority.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Number** | **Category One Essential Functions** | **Department Responsible for Function** | **Primary Point of Contact** | **Alternate Point of Contact** |
| *Example: 1* | *Essential Utilities* | *Building Maintenance* | *John Smith* | *Peter Smith* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority Number** | **Category Two Essential Functions** | **Department Responsible for Function** | **Primary Point of Contact** | **Alternate Point of Contact** |
| *Example: 1* | *Payroll* | *Finance* | *Jenn Williams* | *Greg Peterson* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |