

## **ESSENTIAL FUNCTIONS QUESTIONNAIRE**

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The objective of this worksheet is to determine essential agency functions and develop measures to minimize loss in the event of a disaster. If, at any point, the function is determined NOT to be essential, it is not necessary to complete the questionnaire for the function identified.

**Function:**

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**Service this Function Provides:**

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**Other Functions and Departments that Depend  
Upon the Essential Function Identified:**

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### **Essential Function Evaluation**

1. The loss of this function would have the following effect on the agency:
    - A. Catastrophic effect on the agency or some divisions
    - B. Catastrophic effect on one division
    - C. Moderate effect on the agency
    - D. Moderate effect on some divisions
    - E. Minor effect on the agency or some divisions
  
  2. How long can this agency function continue without its usual information systems support? Assume that loss of support occurs during your busiest, or peak, period. Check one only.
    1. Hours
    2. Up To 1 Day
    3. Up To 2 Days
    4. Up To 3 Days
    5. Up To 1 Week
    6. Up To 1 Month
    7. Other (Please Specify)
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