

Emergency Planning and Continuity Workgroup

Welcome

Thank you for joining us.





Pennsylvania
Department of Human Services



Hazard Vulnerability Assessment Review

*Building Resilience Through
Strategic Risk Assessment*

Objectives

- Recap of HVA Outcomes
- Transitioning to Business Impact Analysis
- Analyzing Service (Essential Function) Impacts.
- Essential Functions Walk-Through
- Individual Work: Define Your Essential Functions & Impacts



Transitioning to Business Impact Analysis



Purpose of BIA and how it builds on HVA



Emphasizing continuity of essential services/functions during disruptions



Key link: Identified hazards → Impact on business essential functions

Analyzing Service Impact Via BIA



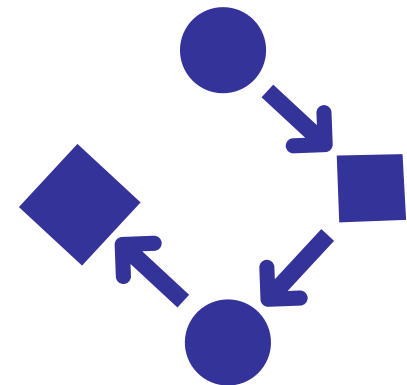
Essential Functions Walk-Through

What is an essential function?

- **Essential functions are critical activities an organization performs that are directly related to accomplishing the mission of the organization.**
- They are a **limited set** of organization functions that should be continued throughout, or resumed rapidly after, a disruption to normal operations.
- [Continuity Guidance Circular | FEMA.gov](#)

Essential functions are:

- ✓ Urgent;
- ✓ Important; and
- ✓ Must be rapidly resumed.



Identifying Organizational Functions

- **Review statutes, regulations, other legal authorities, mission statements, and strategic plans.**
- **Identify the critical activities the organization performs.**
- **Seek input from sections/business units and others throughout the organization.**
- **Focus on functions that support the organization's mission.**
- **Identify requirements for performing each function.**
- **Include:**
 - A description of each function.
 - The requirement to perform each function.
 - The products and services delivered or actions each function accomplishes.

Essential Function Writing Guidance

- **Keep it simple.**
- **Focus on the big picture.**
- **Use clear language that would be understandable to non-experts.**
- **Limit the use of acronyms and technical terms unfamiliar to stakeholders.**



Essential Functions (Sample for Discussion)

- 1. Assessment and Individual Support Planning:** Conduct comprehensive evaluations to develop and regularly update Individual Support Plans (ISPs) tailored to each individual's needs and goals.
- 2. Personal Care Assistance:** Support individuals with daily living activities such as bathing, dressing, eating, and mobility to promote independence.
- 3. Skill Development and Training:** Provide training to enhance skills necessary for community living, including communication, socialization, and vocational abilities.
- 4. Community Integration:** Facilitate participation in community activities to promote social inclusion and meaningful engagement in community life.
- 5. Health and Wellness Monitoring:** Oversee and support individuals' health needs, including medication management and coordination of medical care.

Activity: Essential Function Identification

Instructions:

1. **Work individually or in groups to identify three or more functions your organization performs (try to select different types of functions). For each:**
 - Identify what the organization does (brief statement).
 - Identify why it is done: What is the requirement?
 - Identify who the customer is: Who inside or outside the organization is the recipient of the service?
2. **Next, determine which ones are essential functions.**
3. **Use the Worksheet to complete this activity.**
4. **Be prepared to discuss your selections.**



Essential Function Worksheet

Function	Requirement to Perform Function	Products or Services of Function	Customer	Essential (E) or Non-Essential (N)	Essential Supporting Activity (X)
Community Integration: Facilitate participation in community activities to promote social inclusion and meaningful engagement in community life.	STP Appendix-B Major-Service-Categories-and-Settings APPROVED	Result in active, valued participation in a broad range of integrated activities that build on the individual's interests, preferences, gifts, and strengths while reflecting their desired outcomes related to employment, community involvement and membership.	Serving people with an intellectual disability and/or autism.	E	-



BIA and Continuity Options Worksheet

Hazard/ Threat Description	Likelihood #	Vulnerability Description	Impacts Narrative	Risk Rating	Continuity Option(s)
<p>Flooding – (External Riverine Flooding)</p> <p>Roads on the east side of the city of are susceptible to severe flash flooding; potential of impassible roads.</p>	3	Fewer or lack of trips into the community leads to social isolation, regression in social behavior, noncompliance with least-restrictive mandate.	Unsafe conditions for transport of individuals and loss of access to facility would impact staff availability. Weak person-centered planning documentation; dissatisfaction from guardians/families	54%	Relocation to an alternate site away from flood zone.

