NEXUS PIONEER CONSULTING GROUP, LLC

Department Preparedness Snapshot

Free Resource Template

A practical worksheet for summarizing current preparedness strengths, gaps, dependencies, and priority needs by department, division, or program area.

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Prepared By	Nexus Pioneer Consulting Group, LLC
Intended Use	Downloadable resource for department-level preparedness review, comparison, and improvement planning
User Entry	Organization / Department / Division / Program Area information may be completed on the next page

Where Experience and Innovation Converge in Crisis Preparedness

Template Use and Department Snapshot Instructions

Purpose: This worksheet supports a structured review of preparedness at the department, division, or program-area level. It helps teams document current strengths, operational gaps, internal and external dependencies, and priority needs that may affect readiness or continuity.

Use: Complete one snapshot for each department, division, or program area. Results may support annual preparedness reviews, plan updates, leadership briefings, exercise design, continuity planning, corrective action meetings, or organization-wide readiness discussions.

No scoring: This version intentionally does not include formal scoring criteria, maturity ratings, weights, or readiness calculations. Teams should use professional judgment, available evidence, and organization-specific requirements when documenting observations.

Public resource note: This free template is provided for planning support and does not replace jurisdiction-specific legal, regulatory, grant, accreditation, safety, security, or compliance review.

Snapshot Notation Options

Use the Status / Notation column to document the discussion result in plain language. Suggested terms include: Strength, Adequate, Gap, Dependency, Priority Need, Unsure, Not Applicable, or Follow-Up Required.

Department Snapshot Information

Organization		**Snapshot Date**	
Department / Division		**Program Area**	
Department Lead		**Preparedness Contact**	
Lead Facilitator		**Review Team**	
Primary Mission / Essential Services		**Known Constraints**	
Leadership Sponsor		**Follow-Up Meeting Date**	

1. Mission, Essential Functions, and Preparedness Governance

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Is the department mission and its role in organizational preparedness clearly defined and understood?				
Have essential functions, priority services, customers, and acceptable disruption limits been identified?				
Are preparedness responsibilities, authorities, alternates, handoffs, and approval paths clear?				
Are department-specific activation triggers, escalation thresholds, and leadership decision points understood?				
Are current risks, planning assumptions, constraints, and likely cascading impacts documented?				
Is leadership sponsorship, plan maintenance ownership, and follow-up accountability established?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

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2. Plans, Procedures, and Activation Readiness

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Are department plans, procedures, checklists, and job aids current and aligned with organization-wide plans?				
Can staff quickly access the current procedures, contacts, forms, and activation materials they may need?				
Are warning, notification, activation, reporting, shift-change, demobilization, and recovery actions documented?				
Do procedures address reduced staffing, facility loss, technology outage, supply disruption, and degraded operations?				
Are coordination interfaces with the EOC, command structure, leadership, and supporting departments clear?				
Are sensitive operational details, rosters, facility information, and controlled procedures protected and version-managed?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

3. Workforce, Training, and Staffing Resilience

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Are emergency, continuity, safety, communications, and incident responsibilities identified by role or position?				
Do employees, supervisors, executives, and critical support staff receive timely role-based orientation and training?				
Are critical positions cross-trained, with alternates and succession arrangements for extended disruptions?				
Are contact rosters, call-down procedures, availability expectations, and staffing coverage periodically tested?				
Are surge staffing, reassignment, employee accountability, welfare, and family-support considerations addressed?				
Do training and qualification records provide enough evidence to identify and close workforce readiness gaps?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

4. Communications, Coordination, and Information Management

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Are internal notification, coordination, meeting rhythms, and information-sharing expectations clear during disruptions?				
Are department reporting requirements, situation updates, and common operating picture inputs defined and practiced?				
Are public, employee, customer, stakeholder, and partner messages coordinated with operational decision-making?				
Are key contacts for other departments, external partners, vendors, and service providers current and accessible?				
Are backup communications and PACE options identified, protected, available, and periodically tested?				
Are sensitive information, decision records, approvals, and operational updates handled and documented appropriately?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

5. Resources, Facilities, Technology, and Logistics

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Are critical equipment, supplies, vehicles, credentials, specialized capabilities, and resource inventories current?				
Have critical facilities, work locations, access requirements, safety needs, and alternate operating locations been identified?				
Are essential systems, applications, data, telecommunications, power, and recovery requirements documented?				
Are vendor, contract, mutual-aid, procurement, and replenishment arrangements adequate for expected lead times?				
Can the department request, prioritize, track, receive, protect, and account for resources during an incident?				
Are security, access control, maintenance, inspection, replacement, and readiness responsibilities clearly assigned?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

6. Continuity, Dependencies, and Service Restoration

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Has the department identified the other offices, systems, facilities, vendors, utilities, and partners it depends on?				
Are inbound and outbound dependencies documented with owners, contact paths, expected support, and failure impacts?				
Do continuity procedures define minimum staffing, facilities, technology, records, authorities, and resources needed?				
Are manual workarounds, alternate methods, remote operations, and temporary service-delivery options practical and tested?				
Are restoration priorities, recovery time expectations, service resumption criteria, and return-to-normal actions clear?				
Are single points of failure, unresolved dependencies, and resource conflicts visible to leadership and action owners?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

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7. Exercises, Corrective Actions, and Evidence of Readiness

Snapshot Review Item	Status / Notation	Evidence / Examples	Discussion Notes / Findings	Owner / Follow-Up
Has the department participated in exercises or validation activities that test its actual responsibilities and decisions?				
Are real incidents, disruptions, near misses, audits, and operational problems used to identify preparedness lessons?				
Are department findings and corrective actions assigned to owners with priorities, target dates, and status updates?				
Are completed corrective actions verified for effectiveness rather than closed only after a document or meeting update?				
Can the department locate current plans, rosters, training records, exercise records, incident logs, and completion evidence?				
Are strengths, gaps, dependencies, priority needs, and unresolved risks routinely briefed to leadership?				

Prompt for discussion: What evidence supports this conclusion, what could disrupt the department, and what must be elevated or addressed next?

8. Department Preparedness Snapshot Summary

Use this section to create a concise, evidence-based picture of the department. Capture the few strengths, gaps, dependencies, and priority needs that most affect operational readiness, continuity, and leadership decisions.

Current Preparedness Strengths

Strength	Supporting Evidence / Example	Why It Matters

Current Preparedness Gaps or Concerns

Gap or Concern	Operational Impact	Recommended Improvement	Follow-Up Owner / Date

Critical Department Dependencies

Dependencies Requiring Clarification or Action

Dependency	Provider / Supporting Office	Clarification or Action Needed By

Priority Preparedness Needs

Priority Need	Responsible Office	Suggested Timeframe

30 / 60 / 90-Day Priority Action Planning

Timeframe	Priority Action	Owner	Due Date	Evidence of Completion
30 Days				
60 Days				
90 Days				

Reviewer / Facilitator Certification

Reviewer Name		**Title / Organization**	
Date Reviewed		**Department / Program Area**	
Reviewed Materials		**Additional Notes**	

Common Evidence Sources and Department Snapshot Facilitation Guide

Use these examples to keep the snapshot grounded in what can be shown, reviewed, or validated. Adapt the evidence list to the department, sector, jurisdiction, operational environment, and sensitivity of the information involved.

Department Plans and Roles	People, Systems, and Resources	Dependencies and Improvement
• Department plans and procedures • Essential function lists • Activation and notification checklists • Delegations and succession records • Organization charts and duty rosters • Department risk or hazard information	• Training and qualification records • Staffing and call-down rosters • Facility and system inventories • Resource and vendor lists • Communications tests • Continuity and recovery procedures	• Interdepartmental support agreements • Vendor and utility dependencies • Exercise and incident records • Corrective action registers • Leadership briefings and decision logs • Evidence of completed improvements

Suggested 60-Minute Department Snapshot Discussion

Time	Focus	Discussion Output	Facilitator Note
0-10 min	Mission and context	Shared understanding of the department mission, essential functions, and review purpose	Keep the discussion operational and department-specific.
10-35 min	Snapshot review items	Initial strengths, gaps, dependencies, and supporting evidence	Move quickly; mark Unsure when evidence is not immediately available.
35-50 min	Priorities and ownership	Top needs, responsible offices, and near-term actions	Focus on the few actions that reduce meaningful operational risk.
50-60 min	Leadership summary	Concise readiness picture, support needed, and next decisions	Translate findings into decisions, resources, timelines, and accountability.

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Guidance Alignment References

This worksheet is designed as a practical department-level discussion aid and is informed by widely used emergency management planning, continuity, exercise, incident management, communications, and preparedness improvement guidance. Users should adapt it to their organization, jurisdiction, sector, and program requirements.

- FEMA Comprehensive Preparedness Guide 101: Developing and Maintaining Emergency Operations Plans
- FEMA Homeland Security Exercise and Evaluation Program guidance
- FEMA National Incident Management System
- FEMA Continuity Guidance Circular
- CISA emergency communications and PACE planning concepts

Website Resource Page Description

Department Preparedness Snapshot: A free, downloadable worksheet that helps organizations summarize current preparedness strengths, gaps, dependencies, and priority needs by department, division, or program area. Designed for emergency managers, department leaders, continuity professionals, preparedness practitioners, consultants, and internal planning teams.

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