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| **Function** | **Description including who is responsible for function** | **Mission Function or Supporting Activity** | **Impacts if not Conducted** | **Partners/**  **Inter-dependencies** | **Resources Required for Function** | **Impact Score**  **(See Below)** | **Recovery Score**  **(See Below)** | **Impact Score**  **X**  **Recovery Score** |
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**Instructions for completion:**

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| **Function** | **Description including who is responsible for function** | **Mission Function or Supporting Activity** | **Impacts if not Conducted** | **Partners/**  **Inter-dependencies** | **Resources Required for Function** | **Impact Score**  **(See Below)** | **Recovery Score**  **(See Below)** | **Impact Score**  **X**  **Recovery Score** |
| A short concise statement, in one sentence, of the function or action to be performed. | The descriptive narrative includes a detailed explanation of the mission along with legal or other requirement(s) to perform the mission and the deliverables provided by performing the mission. | Is the function directly related to the mission of the agency or does the function support another function ? | A brief description of the effects if this mission is not performed – effects can be legal, administrative, social, etc. | Internal and/or External partners necessary to perform mission | List of resources required for this function | 0-3 | 1-3 | 0-9 |

(Insert as many lines as necessary for functions)

**Mission Function** – missions of the Entity’s that cannot be deferred during a disruption. These are activities that the Entity’s performs and are directly related to our mission. These functions are generally unique to the entity and most other agencies do not perform these functions. Examples include:

* Response to Emergencies and Events in the State
* Management of Federal Grants
* Disaster Recovery Operations

**Supporting Activity** – Activities that must be performed to ensure that the mission functions are performed- these are **NOT** the Entity’s overall mission, rather they are facilitating activities that enable the entity to perform the Mission Functions. Examples include:

* Staff must be fed
* Security must be maintained
* Travel arrangements must be made
* Vehicles must be serviced
* Computer systems must be operational
* Staff must be paid
* Correspondence must be responded to

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| Impact Score | | Impact Score relates to the impacts of not conducting or delaying the performance of the function. |
| 3 | High – Directly lead to failure of the Entity’s mission, be a detriment to emergency response across the state, function is legally mandated, and/or loss of confidence in government. |
| 2 | Medium – Significant damage to the Entity’s mission, impedes emergency response, failure has legal or financial repercussion |
| 1 | Low – Affects the Entity’s operations but does not have external ramifications |
| 0 | Limited – Not a critical action and/or does not have affects outside of the Entity’s and/or can be deferred or devolved. |
| Recovery Time Objective | | The Recovery Time Objective is the time criticality for resuming performance of the function considering the following:   * When must the function be operational? * What is the maximum downtime? * Must the function be restored in a specific number of days? |
| 3 | Immediate (24 Hours or Less) |
| 2 | Delay (24+ Hours to One Week) |
| 1 | Extended (Longer than One Week) |