Staffing Criticality Matrix

Is the business role in one of the following areas: Member (or alternate) of an Incident Management Team (IMT), Business Continuity-related role?

YES

NO

Is the business unit in a corporately-defined critical area
OR
critical support function (i.e., Communications, Human Resources (including EAP) and/or IMT-coordinated (BC-delivered) role)?

YES

NO

Is the role/responsibility of the job directly related to the organization's critical business operation?

Answer NO if there is a dedicated workspace at the recovery location or you can work remotely (i.e., from home).

Answer YES if there is a requirement to be on-site in regularly/dedicated workspace to perform function.

YES

NO

Is the role/responsibility of the job directly related to the organization's critical business operations?

YES

Does the role/responsibility of the job require on-site or recovery location workspace?

NO

NO

YES

Non-Essential

Non-Essential Staff: staff members whose business role/responsibility is not defined as critical to keeping the organization's key business functions operational during an incident. Staff with this designation may be called upon to assist the company during an incident to address specific needs that may arise or to fill in for other staff members.

Essential

Essential Staff: staff members who are **required to continue department operations** because their role/responsibility is defined as critical to keep the organization's key business functions operational during an event.

Critical-Essential

Critical-Essential Staff: staff members who are **required to be on-site** at the company because they are considered "critical-essential" to re-establishing and/or maintaining the organization's critical business operations.

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