

BUSINESS FUNCTION RELOCATION UNIT LEADER

Mission: Ensure business functions are moved to alternative work sites to maintain designated Recovery Time Objectives (RTO) and provide limited interruptions to continuity of essential business operations.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Business Continuity Branch Director Signature: _____

Hospital Command Center (HCC) Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

| Immediate (Operational Period 0-2 Hours) | Time | Initial |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| Receive appointment, briefing, and any appropriate materials from the Business Continuity Branch Director. | | |
| Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification. | | |
| Notify your usual supervisor of your HICS assignment. | | |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. | | |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit. | | |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. | | |
| Ensure Unit members comply with safety policies and procedures. | | |
| Evaluate business capabilities, systems still on-line, recovery plan actions, projected minimum and maximum duration of disruption, and progress in meeting RTOs; report status to the Business Continuity Branch Director. | | |
| Identify appropriate alternative work sites for business operational needs. Coordinate with Service and Support Branch Directors and Unit Leaders, as appropriate. | | |
| With Unit members, identify priorities for system restoration for service maintenance/resumption. Initiate migration to secondary or replacement systems, if available, in cooperation with other Business Continuity Branch Unit Leaders. | | |
| Meet with the Business Continuity Branch Director to discuss plan of action and staffing in all alternate business sites. | | |
| Participate in briefings and meetings as requested. | | |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit. | | |

| Intermediate (Operational Period 2-12 Hours) | Time | Initial |
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| Evaluate all activated business continuity plans and modify, as necessary any predicted unmet RTOs. | | |
| Identify specific activities or resources needed to ensure timely relocation of business functions. | | |



| Intermediate (Operational Period 2-12 Hours) | Time | Initial |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| Through Business Continuity Branch Director, coordinate with Infrastructure Branch Director for access to critical power needs or building assessments. | | |
| Coordinate with the Security Branch Director of building access and staff safety. | | |
| Develop and submit an action plan to the Business Continuity Branch Director when requested. | | |
| Advise the Business Continuity Branch Director immediately of any operational issue you are not able to correct or resolve. | | |
| Coordinate with IT Unit Leader to bring alternate site(s) up (e.g., install additional hardware, connect to network, etc.). | | |
| Coordinate with Logistics Section's Transportation Unit Leader to arrange transportation of staff to alternate site(s) as necessary. | | |

| Extended (Operational Period Beyond 12 Hours) | Time | Initial |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| Brief the Business Continuity Branch Director regularly on current condition of all operations; communicate needs in advance. | | |
| Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques. | | |
| Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being Unit Leader. Provide for staff rest periods and relief. | | |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information. | | |

| Demobilization/System Recovery | Time | Initial |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|----------------|
| As needs for the Unit's staff decrease, return staff to their usual jobs and job sites. Combine or deactivate positions in a phased manner. | | |
| Notify the Business Continuity Branch Director when restoration is complete. | | |
| Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment. | | |
| Debrief staff on lessons learned and procedural/equipment changes needed. | | |
| Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Business Continuity Branch Director or Operations Section Chief, as appropriate. | | |
| Upon deactivation of your position, brief the Business Continuity Branch Director or Operations Section Chief, as appropriate, on current problems, outstanding issues, and follow-up requirements. | | |
| Submit comments to the Business Continuity Branch Director for discussion and possible inclusion in the After-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues | | |
| Participate in stress management and after-action debriefings. Participate in other | | |



| Demobilization/System Recovery | Time | Initial |
|---------------------------------------|-------------|----------------|
| briefings and meetings as required. | | |

| Documents/Tools |
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| <ul style="list-style-type: none"> • Incident Action Plan • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • Hospital emergency operations plan • Hospital organization chart • Hospital telephone directory • Radio/satellite phone |