**INFORMATION TECHNOLOGY UNIT LEADER**

**Mission:** Provide computer hardware, software and infrastructure support to staff.

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| Date: Start: End: Position Assigned to: Initials:  **Position Reports to:** **Logistics Chief** Signature:  TMTS Location: Telephone:  Fax: Other Contact Info: Radio Title: |

| **Immediate (Operational Period 0-2 Hours)** | **Time** | **Initial** |
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| Receive assignment and briefing from Logistics Section Chief. Obtain packet containing the Information Technology Units Job Action Sheet. |  |  |
| Read this entire Job Action Sheet and review the organizational chart. Put on position identification (if provided). |  |  |
| Appoint Unit members, as appropriate; distribute any appropriate forms or information to the Unit. |  |  |
| Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis. |  |  |
| Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing. |  |  |
| Evaluate business capabilities, systems still on-line, recovery plan actions, and projected minimum duration of disruption. |  |  |
| Confirm off-site data backup are secure and available for system restoration. |  |  |
| Participate in briefings and meetings as requested. |  |  |
| Receive assigned radio and establish two-way communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed. |  |  |
| Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Planning Chief/MST. |  |  |

| **Intermediate (Operational Period 2-12 Hours)** | **Time** | **Initial** |
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| Continue coordinating the Unit’s ability to maintain or recover impacted IT business. |  |  |
| Continue to evaluate IT system performance; troubleshoot issues as indicated. |  |  |
| Identify specific activities or resources needed to ensure timely resumption of IT business functions. |  |  |
| Coordinate with Logistics Chief for access to critical power needs or building assessments. |  |  |
| Develop and submit an action plan to the Planning Chief when requested. |  |  |
| Advise the Logistics Chief immediately of any operational issues are not able to correct or resolve. |  |  |

| **Extended (Operational Period Beyond 12 Hours)** | **Time** | **Initial** |
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| Continue to monitor ability to meet workload demands, staff health and safety, resource needs, and documentation practices. |  |  |
| Ensure your physical readiness through proper nutrition, water intake, and rest. |  |  |
| Brief the Logistics Chief regularly on current condition of all operations. |  |  |
| Continue to document actions and decisions on HICS Form 214 |  |  |
| Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information. |  |  |

| **Demobilization/System Recovery** | **Time** | **Initial** |
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| Reorder supplies and equipment to restore normal inventory. |  |  |
| 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 HICS forms are submitted to the Planning Chief/MST. |  |  |
| Upon deactivation of your position, brief the Logistics Chief, as appropriate, on current problems, outstanding issues, and follow- up requirements. |  |  |
| Submit comments to the after action report. |  |  |
| Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required. |  |  |

| **Documents/Tools** |
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| HICS Form 213 – Incident Message Form  HICS Form 214 – Operational Log  TMTS organization chart  TMTS telephone directory  Radio/satellite phone – phone numbers and radio assignments  Local resources |