

INFORMATION TECHNOLOGY UNIT LEADER

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

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
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
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.		



Intermediate (Operational Period 2-12 Hours)	Time	Initial
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
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
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
<ul style="list-style-type: none"> <input type="checkbox"/> HICS Form 213 – Incident Message Form <input type="checkbox"/> HICS Form 214 – Operational Log <input type="checkbox"/> TMTS organization chart <input type="checkbox"/> TMTS telephone directory <input type="checkbox"/> Radio/satellite phone – phone numbers and radio assignments <input type="checkbox"/> Local resources