

## 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: \_\_\_\_\_

<b>Immediate (Operational Period 0-2 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>Intermediate (Operational Period 2-12 Hours)</b>	<b>Time</b>	<b>Initial</b>
Coordinate with Logistics Chief for access to critical power needs or building assessments.		
Continue to adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
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.		

<b>Extended (Operational Period Beyond 12 Hours)</b>	<b>Time</b>	<b>Initial</b>
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.		

<b>End of Shift/Demobilization/System Recovery</b>	<b>Time</b>	<b>Initial</b>
Reorder supplies and equipment to restore normal inventory.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
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.		