

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
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
<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