

Enterprise Community Partners, Inc.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Business Continuity Chief

Job Action Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Receive Command Level Meeting announcement from **Incident Commander**. |  |  |  |
| Read entire *Job Action Packet* with tools and fill gaps as needed. |  |  |  |
| Schedule Section Meetings with **Team Leaders** before Command Level Meetings over next three operational periods. Invite **Logistics Chief** to attend. |  |  |  |
| Assess adequacy of cash and reserves to cover potential repairs. |  |  |  |

**Main functions include:**

• Staying current with the organization’s financial obligations.

• Approving funds for purchases.

• Holding meetings with the **IT** and **Human Resources Team Leader**.

• Compiling the necessary documentation for post-disaster funding.

• Shutting down the main business office if needed.

The **Business Continuity Chief** must be aware of the organization’s cash needs and insurance coverage, maintain vital business records and oversee important financial and operational matters.



96 Hours

Pre-Event



Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date last revised \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

96 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Communicate with **Team Leaders** to update critical checklists and information. |  |  |  |
| Work with **IT Team Leader** to ensure documents listed in *Vital Records Worksheet* are up to date and stored on server. |  |  |  |

Enterprise Community Partners, Inc.



72 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold first Business Continuity Section Meeting with **Human Resources** and **IT Team Leaders** and **Logistics Chief**. |  |  |  |
| Attend First Command Level Meeting. |  |  |  |
| Receive photographs of vulnerable equipment from **Housing Chief** for post-disaster insurance and funding documentation. |  |  |  |
| Coordinate with **Human Resources Team Leader** to address staffing needs. |  |  |  |
| Confirm that **Human Resources Team Leader** has reissued policies on working from home, use of personal time, etc. |  |  |  |
| Confirm that **Human Resources Team Leader** has provided *Disaster Related Hours and Expenses Worksheet* to staff as necessary for insurance and reimbursement for damages after the disaster. |  |  |  |
| Coordinate with **Logistics Chief** on equipment and supply needs including availability of Payment Cards for staff. Charge and distribute Payment Cards to staff and **Housing Chief** as needed. |  |  |  |

Enterprise Community Partners, Inc.



48 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Business Continuity Section Meeting. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Confirm with **Human Resources Team Leader** that staff received information on accessing files, emails and server. |  |  |  |
| Work with **Human Resources Team Leader** to address staffing needs. |  |  |  |
| Confirm payroll can be covered for next two weeks and ensure payment of staff still using paper-based payroll. |  |  |  |
| Confirm bills to vendors can be paid for next two weeks. |  |  |  |
| Update *Office Shutdown Checklist* and begin shutting down central office. |  |  |  |
| Contact funders regarding any additional payments and disbursements. |  |  |  |



Enterprise Community Partners, Inc.

24 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Business Continuity Section Meeting, via conference call if necessary. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Identify last-minute needs and coordinate with **Logistics Chief**. |  |  |  |
| Coordinate with **Human Resources Team Leader** to address staffing needs. |  |  |  |
| Ensure office shutdown is underway and update *Office Shutdown Checklist*. |  |  |  |

Enterprise Community Partners, Inc.



12 Hours

Pre-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Attend Command Level Meeting. |  |  |  |
| Identify and fill gaps. |  |  |  |

Enterprise Community Partners, Inc.

EVENT/

Immediately Following Event



**EVENT**

**Stay on Alert**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Business Continuity Section Meeting, at Emergency Operations Center or via conference call if necessary. |  |  |  |
| Attend Command Level Meeting and notify **Incident Commander** of problems regarding business functions, staffing availability and assignment updates. |  |  |  |
| Assess functionality of IT systems with **IT Team Leader**. |  |  |  |
| Communicate need for volunteers or additional staff to **Human Resources Team Leader**. |  |  |  |

Immediately

Following Event

Enterprise Community Partners, Inc.



Enterprise Community Partners, Inc.

12 Hours

Post-Event

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Date | Notes | Done |
| Hold Business Continuity Section meeting. |  |  |  |
| Attend Command Level Meeting. |  |  |  |
| Work with **Housing Chief** to coordinate inspection by insurance adjusters as needed. Bring *Insurance Coverage Guide* and *Insurance Coverage Worksheet* to meeting. |  |  |  |
| As damage assessments come in, assess ability to pay for immediate repairs. |  |  |  |
| Ensure staff Payment Cards are adequately charged. |  |  |  |
| Schedule additional Business Continuity Section Meetings as needed. |  |  |  |