Business Continuity Chief
Job Action Sheet

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.

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.

96 Hours
Pre-Event

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.			

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.			

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.			

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.			

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*.			

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

EVENT
Stay on Alert

Immediately Following Event

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**.			

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.			

Enterprise Community Partners, Inc.