IT Team Leader
Job Action Sheet

The **IT Team Leader** takes all actions necessary to ensure the continuity of communications technology and computer systems essential to organizational operations.

Main functions include:
- Backing up vital records to a cloud server.
- Ensuring staff have access to necessary communications hardware.
- Restoring IT and telecommunications if interrupted.
- Enlisting the help of outside IT vendors as needed.

96 Hours
Pre-Event

Action	Date	Notes	Done
Receive Section Meeting announcement from **Business Continuity Chief**.			
Read entire *Job Action Packet* with tools and fill gaps as needed.			
Work with **External Communications Liaison** to update information on emergency webpage.			
Work with **Business Continuity Chief** to ensure all documents in *Vital Records Worksheet* are up to date and stored on server.			
Address staff questions and needs regarding IT and communications connectivity.			

Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Review *IT Continuity Checklist* and report issues to **Business Continuity Chief**.			
Determine availability of computer access for critical staff working off-site and update **Business Continuity Chief**.			
Email **Business Continuity Chief** and **Housing Chief** reminding them to protect office equipment including desktops and server hardware and file backup protocols per *IT Continuity Checklist*.			
Review equipment vulnerabilities and report to **Business Continuity Chief**. Restore communications if interrupted.			
Answer staff questions and needs regarding IT and communications connectivity.			

Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Work with **Human Resources Team Leader** to ensure staff are aware of recovery plan should IT be disrupted.			
Answer staff questions and needs regarding IT and communications connectivity.			

Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Answer staff questions and needs regarding IT and communications connectivity.			

Action	Date	Notes	Done
Identify and fill gaps as needed.			
Answer staff questions and needs regarding IT and communications connectivity.			

EVENT
Stay on Alert

Immediately Following Event

Action	Date	Notes	Done
Review system functionality including servers and Emails. Coordinate with server storage vendors and other IT vendors as needed.			
Attend Business Continuity Section Meeting, via conference call if necessary.			
Answer staff questions and needs regarding IT and communications connectivity.			
Review equipment damage and restore communications if interrupted. Take pictures of equipment after the disaster per the *IT Equipment Inventory Worksheet* and provide them to **Business Continuity Chief**.			

Action	Date	Notes	Done
Attend Business Continuity Section Meeting.			
Answer staff questions and needs regarding IT and communications connectivity.			