

6. PLAN ACTIVATION DOCUMENTATION

GUIDELINE DESCRIPTION		RESPONSIBLE PARTY	DATE / TIME
	<p>Plan Procedure Documentation Use the existing Plan, columns 3 and 4 as a basis for recording the procedures performed as follows:</p> <ul style="list-style-type: none"> • Column 3 - Document the person responsible for completing the procedure. • Column 4 - Record the date and time the procedure 		
6.1	INITIAL PROCEDURES	RESPONSIBLE PARTY	DATE / TIME
1	Receive notification of disaster from the Management Recovery Team.		
2	Obtain access to or a copy of the Plan.		
3	When notified by the Management Recovery Team that the Plan has been activated, bring your offsite copy of the plan and all materials for recovery that are stored offsite for your Team. (NOTE: If meeting at the Primary Command Center, your materials should		
4	Report to the Command Center or the alternate location specified by the Management Recovery Team. Relocation will be determined by the status of the organization at the time of disaster – active status or non-active status.		
5	Upon arrival at the Command Center or other location, meet with the Management Recovery Team and obtain a briefing of the situation.		
6	Determine the Management Recovery Team's goals, objectives and immediate priorities for emergency response and recovery.		
7	Identify the Management Recovery Team's expectations and time frames for the Department Recovery Team.		
8	Assume roles and responsibilities of the team position(s) assigned in the plan. In addition, include other duties and responsibilities assigned at time of incident.		
9	Locate, prepare and organize the alternate site for Recovery Team operations.		
10	Consider the time of availability for the telephone and computer systems and the recovery time frames and priorities assigned to the Recovery Team by the Management Recovery Team. Report any problems to the Management Recovery Team. Revise the operation		
11	Assist the Management Recovery Team as requested to determine the extent of interruption and damage caused by the event.		
12	When available, test and insure the telephone and computer systems are accessible and functioning.		
13	Upon arrival of the Recovery Team Members at the Team's alternate site, provide a team briefing of the situation. Include the Management Recovery Team's goals, objectives and immediate priorities for recovery. Discuss the recovery expectations and recovery		
14	Activate the other Recovery Team members and resources as necessary.		
15	Order additional materials and supplies for recovery needs that were not anticipated.		
16	Begin recovery operations.		
17	Support and monitor the recovery operations for the duration of the situation.		

18	Document problems encountered, corrective actions taken and variations from plan noted.		
19	Report recovery progress to the Management Recovery Team as required.		
6.2	NOTIFICATION PROCEDURES	RESPONSIBLE PARTY	DATE / TIME
1	Following the activation of the BCP and meeting by the Management Recovery Team and Business Unit Recovery Teams, the Human Resources department will notify the key staff to report to the Command Center or alternate work location. The HR staff will follow	Human Resources	
2	<p>HR Staff Only: Provide the following information as appropriate:</p> <ul style="list-style-type: none"> ➢ Description of the disaster event. ➢ Explanation of the disaster declaration levels: <p>Most Serious</p> <ul style="list-style-type: none"> ✓ Extended loss of facilities ✓ Extended loss of utilities ✓ Significant impact to operations <p>✓ Event mitigation is expected to require more than 24 hours and will require evacuation and/or relocation to an alternate facility</p> <p>✓ Full or partial activation of the BCP may be required.</p> <p>Moderately Serious</p> <ul style="list-style-type: none"> ✓ Limited loss of facilities ✓ Limited loss of utilities ✓ Some impact to operations ✓ Event mitigation is expected to require less than 24 hours and will not require evacuation and/or relocation to an alternate facility <p>✓ Partial or full activation of the BCP may be required</p> <p>Inconvenient</p> <ul style="list-style-type: none"> ✓ Minor loss of facilities ✓ Minor loss of utilities ✓ No significant impact to operations <p>✓ Event mitigation is expected to require less than 8 hours and will not require evacuation and/or relocation to an alternate facility</p> <p>✓ Activation of Business Continuity Plan (BCP) would not be required</p>	Human Resources	
3	Business Unit Recovery Teams should notify additional support personnel as necessary and have them report to the Command Center or alternate work site (refer to individual team Vendor Calling Lists and Section 3.8 - Command Center locations).		
4	Assume roles and responsibilities of the team position(s) assigned in the Plan. In addition, include other duties and responsibilities at the time of incident.		
6.3	COMMUNICATIONS	RESPONSIBLE PARTY	DATE / TIME
1	Maintain regular communications as needed with:		
	<ul style="list-style-type: none"> ➢ Management Recovery Team ➢ Recovery Team Managers ➢ Other Business Units ➢ IT Department ➢ Other parties as needed 		
2	Monitor recovery progress frequently (hourly the first day, minimally daily thereafter).		