

Technology Section Chief (IT)

Responsibilities

- Reports to EST Manager.
- Organizes and directs operations associated with technology.
- Collaborates with EOC designee to ensure open lines of communication among all affected sites and the EST Operations Center. Also coordinates with EOC and liaisons as circumstances warrant.
- Oversees all areas identified in the technology chain of command.
- Communicates and coordinates information with Section Chiefs from Operations, Student Services, Fiscal Services, and Human Resources.

Immediate Actions (initiated within first hour of the emergency)

- ___ Checks in on arrival with EST Manager.
- ___ Wears position identification badge.
- ___ Obtains briefing on the situation.
- ___ Briefs direct reports on current situation and provides instruction to conduct initial assessment of their respective areas.
- ___ Attends status/action meeting convened by EST Manager.
- ___ Provides EST Manager with initial impact report on areas of responsibility.
- ___ Identifies potential risks and documents any disruptions of essential technology functions.

Intermediate Actions (normally taken after 1st hour of the emergency and over next four–six hours)

- ___ Issues requests to EST Manager for required resources.
- ___ Attends briefings with EST Manager and provides status reports and recommendations for updating action plans on continuance/termination of plans.
- ___ Ensures direct reports document actions and decisions on a continuous basis.
- ___ Identifies potential risks and documents any disruptions of essential technology functions.
- ___ Identifies shortfalls in delivery of services. Coordinates with Branch Leaders and Section Chiefs as conditions warrant.

Extended Actions (if emergency lasts longer than eight hours and/or emergency is declared over)

- ___ Obtains status reports on action plans from direct reports.
- ___ Meets with EST Manager to discuss recovery requirements.
- ___ Confers with EST Manager to update Section action plan on continuance/termination of Plan.
- ___ Ensures actions are taken to return the section to normal operations pending confirmation of the conclusion of the emergency by EST Leader.
- ___ Assures direct reports provide CFO with report on additional expenses incurred as a result of the emergency. Additional expenses include manpower costs (overtime) and costs associated with equipment rental or purchase of additional supplies and/or materials. Collection of this information should be recorded for planning purposes. Also, the documentation will substantiate any Federal disaster assistance request.
- ___ Provides written summary of related activities performed by the section within 72 hours of the conclusion of the emergency.