

Tool 10: Monitoring the Status of Critical Functions

Program Functional Status Form - Sample

Instructions: The Division BC Lead actively reaches out to sources in the division to collect and compile this information by the deadline established by the BC Operations Section Chief. Submit form to BC Operations Section Chief upon completion. The updates are used by Command Staff to inform situation status reports and the development of ACC objectives and tasks.

Division	Prevention	Time of Update	1:45 pm 10/29/09
Form completed by	Sarah Smith		

Line of succession			
Division Manager	Name: Peter Askerov	<input checked="" type="checkbox"/> In office <input type="checkbox"/> Telecommuting	Contact info: (XXX) XXX-XXXX or (XXX) XXX-XXXX cell
Program Administrative and Clinical Lines of Succession	Comments: Administrative LOS and Chain of Command in place		

Priority 1 Function Status: Report for all Priority 1 functions		
Priority 1 Function	Operational Status	
[Information Redacted – Insert Name of Priority 1 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:
[Information Redacted – Insert Name of Priority 1 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:
[Information Redacted – Insert Name of Priority 1 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:

Priority 2 Function Status: Report by exception only		
Priority 2 Function	Operational Status	
[Information Redacted – Insert Name of Priority 2 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:
[Information Redacted – Insert Name of Priority 2 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:
[Information Redacted – Insert Name of Priority 2 Function here]	<input checked="" type="checkbox"/> Functional <input type="checkbox"/> Functional but with operating challenges	Comments:

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Function here]	<input type="checkbox"/> Not operational	
	<input type="checkbox"/> Functional but with operating challenges <input type="checkbox"/> Not operational	Comments:

Contingency Planning	
Plans to sustain Priority 1 and 2 functions OR Resources / assistance needed	Plans in place but not needed at this time

Staffing Status	
Issues with absenteeism, labor relations, or other continuity staffing concerns to elevate for discussion	CD/Epi is staffed up; more reassignment to be handled within division. No issue to report or elevate

Facility/Infrastructure Status	
Facilities/infrastructure not fully functional	Comments
1.	All facilities are fully functional
2.	
3.	
4.	

Non-Critical Function Status	
Priority 3 & 4 functions altered or discontinued	Change in service (telecommuting, moved to alternate location, etc.)
1. Not applicable to date	
2.	
3.	
4.	