

Tool 10: Monitoring the Status of Critical Functions

**[Program/Site] Functional Status Form - Template**

*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.*

<b>[Program/Site]</b>		<b>Time completed</b>	
<b>Form completed by</b>			

<b>Line of succession</b>			
<b>[Name &amp; Title of manager]</b>	<input type="checkbox"/> In office	<input type="checkbox"/> Telecommuting	Contact info:
<b>Management and Medical Advisor Lines of Succession</b>	Comments:		

<b>Priority 1 Function Status: [List here]</b>		
<b>Priority 1 Function</b>	<b>Operational Status</b>	
	<input type="checkbox"/> <b>Functional</b> <input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:
	<input type="checkbox"/> <b>Functional</b> <input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:
	<input type="checkbox"/> <b>Functional</b> <input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:

<b>Priority 2 Function Status: Division Priority 2 functions that are challenged or not operational</b>		
<b>Priority 2 Function</b>	<b>Operational Status</b>	
	<input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:
	<input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:
	<input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:

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	<input type="checkbox"/> <b>Functional but with operating challenges</b> <input type="checkbox"/> <b>Not operational</b>	Comments:
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<b>Contingency Planning</b>	
- Plans to sustain Priority 1 and 2 functions - Resources / assistance needed	

<b>Staffing Status</b>	
Issues with absenteeism, labor relations, policy issues, productivity, or other concerns to elevate to PH Area Command	

<b>Facility/Infrastructure Status</b> <i>(Complete and submit a site damage assessment form when able)</i>	
<b>Facilities/infrastructure not fully functional</b>	<b>Comments</b>
1.	
2.	
3.	
4.	

<b>Non-Critical Function Status</b>	
<b>Priority 3 &amp; 4 functions altered or discontinued</b>	<b>Change in service (telecommuting, moved to alternate location, etc.)</b>
1.	
2.	
3.	
4.	