Mobilizing the Pandemic Recovery Team Form

- Following the onset of a pandemic that necessitates backup of technical staff (due to illness) and maintenance of technology infrastructure assets, the pandemic recovery team should be notified of the situation and placed on standby.
- The format shown below can be used for recording the activation of the pandemic recovery team once the HR department has confirmed the onset of the illness.

Description of Situation:
Date Occurred:
Date Work of Pandemic Recovery Team Completed:

Name of Team Member	Contact Details	Contacted On (Time / Date)	By Whom	Response	Start Date Required
Relevant Comments (e.g., Specific Instructions Issued)					