Mobilizing the Technology and Business Recovery Teams Form

•   Following a pandemic incident that impacts staff in both IT operations and business units, technology recovery and business recovery teams should be notified of the situation and placed on standby.

•   The format shown below will be used for recording the activation of the technology recovery and business recovery teams as indicated by the pandemic recovery team, HR and senior management.

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

Description of Situation:
Date Occurred:
Date Work of Business 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)					