

## Roster Sample

Our business's incident response/business continuity team consists of Jeff (principal), Tammy (office manager), and Jill (secretary). The firm's managers will activate the team if they decide a situation warrants it.

Once activated, this team has full responsibility to manage all operations of the firm. Jeff, as a partner in the firm, will be in charge of the team's efforts. His primary responsibilities are, but are not limited to—

1. advising the courts of our firm's situation, if warranted;
2. advising clients of our situation, if warranted;
3. identifying alternative workspace for temporarily relocating the firm's operations, if needed; and
4. insuring that timekeepers continue to maximize billable hours and receivables during the crisis, to the extent possible.

Tammy, as office manager, will be responsible for all human resource issues involving nonattorney employees. She is also authorized to instruct the firm's staff to take whatever remedial or mitigation efforts are necessary to protect the firm's information and physical assets. She has a budget of \$5,000 to secure any needed resources, such as office supplies, vendors, and staff overtime. She need not seek management approval to use any money budgeted during the time the team is activated. Any expense items over \$2,000, however, must be approved by firm leadership.

Jill will act as team leader for all support operations. She will marshal and manage staff employees who are able to come to work and who can help carry out the necessary tasks of mitigation.