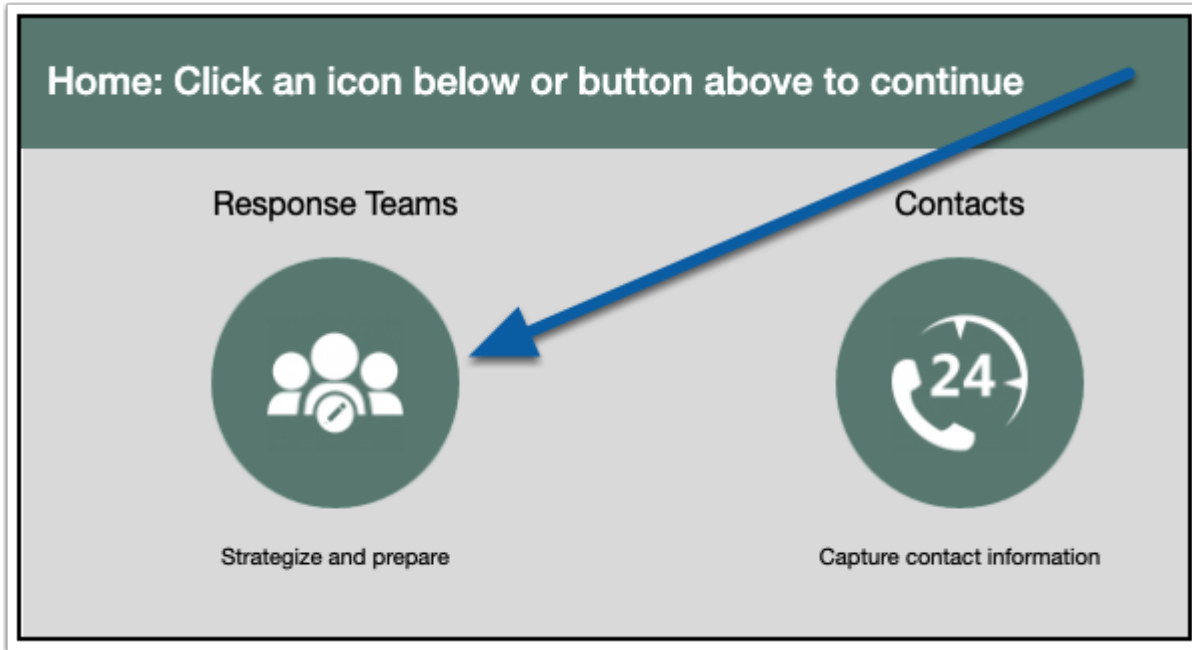


Planning with Teams

Navigate to Teams by clicking the "Response Teams" icon on the Home screen...



...and then selecting an Area...

Select an Area

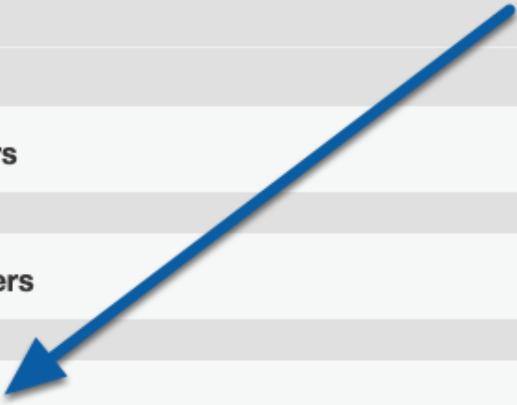
Select an Area to create Response teams

Area Name: Chicago Headquarters

Area Name: New York Headquarters

Area Name: Tokyo Headquarters

Cancel and Exit



...and then selecting a Team (by clicking on its name).

The screenshot displays a user interface for managing teams, divided into two main sections: **Template Teams** and **Assigned Teams**.

Template Teams (left panel) contains four dark red rectangular buttons with white text: **Academic Affairs**, **Households and Families**, **Mallroom, Shipping, Storage, and Receiving**, and **Research**.

Assigned Teams (right panel) contains eight dark red rectangular buttons, each with white text and two small buttons to its right: **Rename** (green) and **Delete** (red). The teams listed are: **Senior Leadership and Strategy**, **Overall Response Coordination**, **Continued Monitoring and Assessment**, **Business Continuity**, **Crisis Management and Communication**, **Facilities and Security**, **Finance and Purchasing**, and **Human Resources**.

In the center, between the two panels, there is instructional text: "Drag and drop teams from the left-hand to the right-hand box to assign." Below this text is a right-pointing arrow. Further down, another instruction reads: "Drag and drop teams *within* the right-hand box to reorder them."

A blue arrow points from the top of the **Template Teams** section towards the **Assigned Teams** section, specifically pointing to the **Senior Leadership and Strategy** team.

Assign individuals to lead the Team (if you have not yet done so)

Senior Leadership and Strategy Planning

Create strategies for the Senior Leadership and Strategy to prepare for and respond to an outbreak

1 2

Tokyo Headquarters: Senior Leadership and Strategy

3 4

Team Lead Name ⓘ		Team Lead Alternate Name ⓘ	
Isamu Akasaki		Shinya Yamanaka	
Phone Number	Phone Number Alternative	Phone Number	Phone Number Alternative
(012) 345 6789	(012) 345 6789	(012) 345 6789	(012) 345 6789
Email	Email Alternative	Email	Email Alternative
Akasaki.1@email.com	Isamu.Akasaki@email.com	Yamanaka.1@email.com	Shinya.Yamanaka@email.com

1. You can see the name of the Area here
2. You can see the name of the Team here
3. Assign an individual to lead this Team; enter their contact information
4. Assign a different individual to lead this Team in case the primary individual is unavailable; enter their contact information

Write a brief statement of the mission for this team

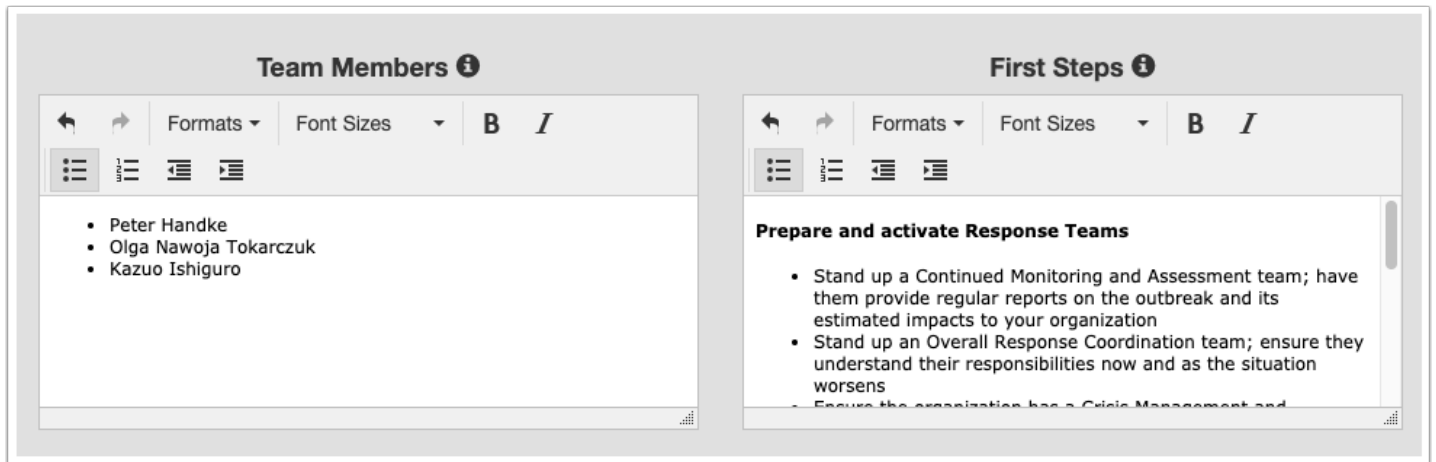
Mission of this Team ⓘ

↶ ↷ Formats ▾ Font Sizes ▾ **B** *I* ☰ ☰ ☰ ☰ ☰ ☰ ☰

Serve as the final authority for strategic direction, decisions, approvals, and accountability



You can use the mission statement provided by default, or edit it, or delete it and write your own.

Enter the names of the individuals who will be on this Team; write down some initial steps the Team should take to get started







Review, discuss, and think through the many possible activities this team could perform

Prepare to restrict or eliminate face-to-face interactions.

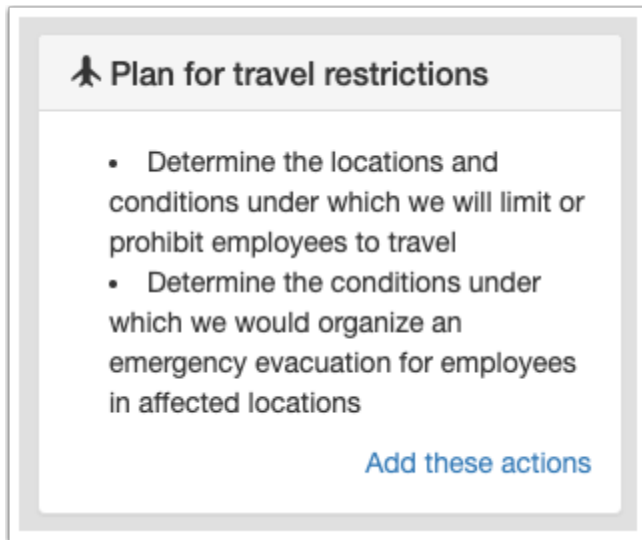
 Plan for travel restrictions	 Equip employees to work remotely; obtain necessary resources	 Categorize employees to better set expectations for their need to work if conditions worsen; use tiers or categories, for example:
 Identify the conditions under which you might begin to eliminate face-to-face interactions	 Consider when to restrict access to locations (in rough order of magnitude)	 Encourage or require employees to practice working remotely

Anticipate and prepare policy, risk, and strategic decisions.

 Employees: Under what conditions, if any, will the organization allow:	 Payroll	 Customers, stockholders, and stakeholders
 Products, services, manufacturing, and other deliverables:	 Insurance	 Risk

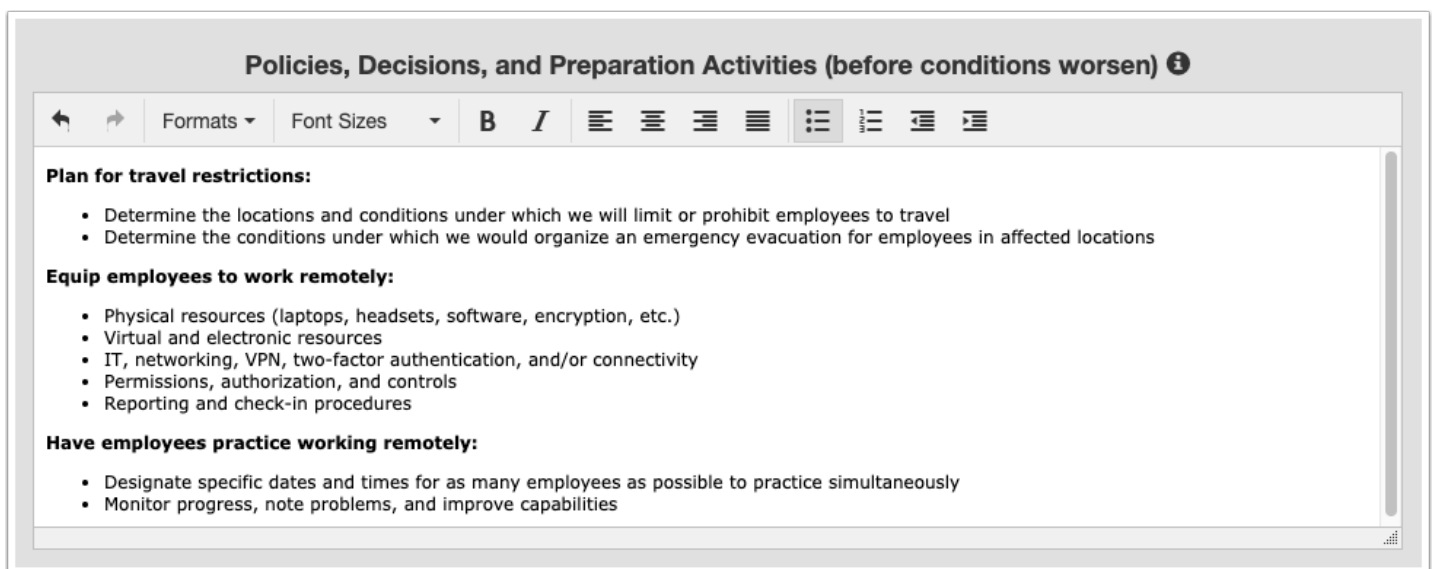
- There are many actions the Leads, Alternate, and Members of this team could take now and in the future to prepare and respond to the situation as it evolves.
- There are also many decisions they may have to make.
- Look through the different categories of actions and decisions.
- Click on the different categories to see the details of each.
- The team should come to understand their roles and responsibilities.

Add any template activities by clicking "Add these actions"



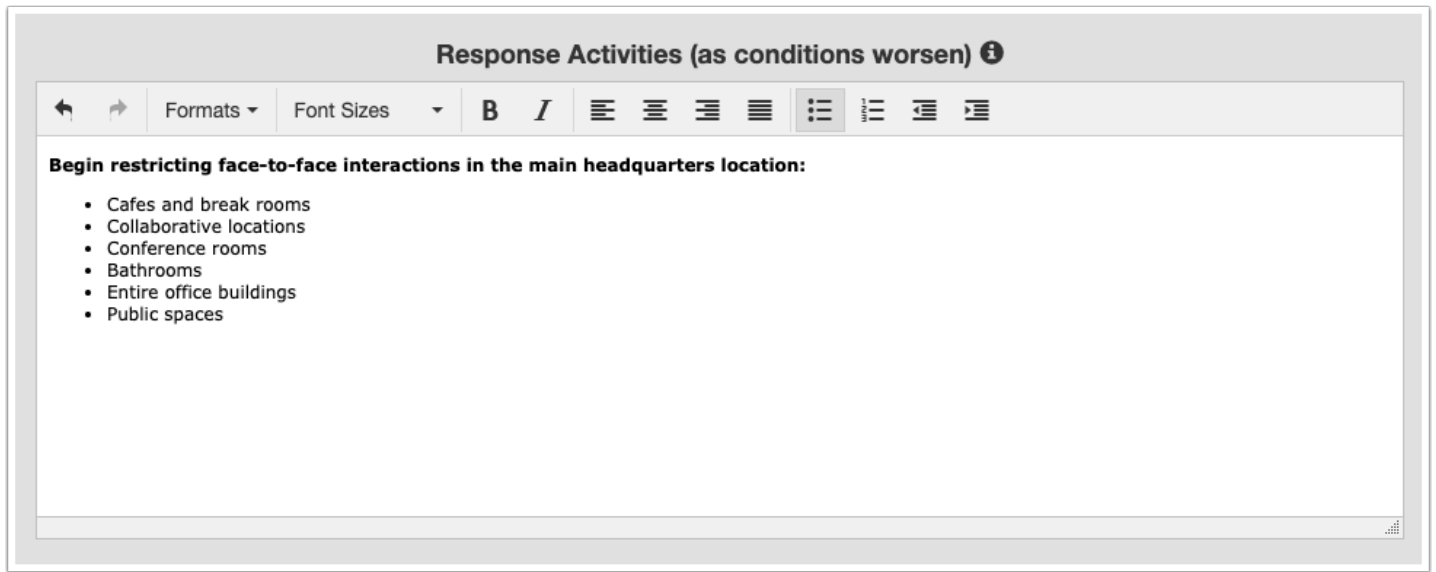
If there are template activities that you want to assign to this Team, click "Add these actions"; they will be added to the "Policies, Decisions, and Preparation Activities" (see below) for you automatically

Document the policies, decisions, and preparation activities the Team has determined to undertake



Be sure to write or modify the words, terms, phrases, descriptions, and all information in this section to match the way you communicate at your organization; make sure everyone understands what needs to be done

Add Response Activities as needed



Consider the actions this team will need, or does need, to take if conditions worsen; again, be sure to write or modify the words, terms, phrases, descriptions, and all information in this section to match the way you communicate at your organization; make sure everyone understands what needs to be done