NHR DISASTER RESPONSE TIMELINE

Pre-Deployment Phase

1) **Hotline**
   - Takes call:
     - Records institution and contact information
     - Deals with it directly, *or*
     - Asks a specialist conservator to contact caller to advise, *or*
     - Asks NHR Coordinator to contact caller to discuss a site visit

2) **NHR Coordinator**
   - Talks with institution and with FAIC (through Emergency Programs Coordinator) to decide whether deployment is appropriate. *If so,*
     - Obtains physical shipping address from institution
     - Signs on team, normally four people, although this may vary based upon team availability and needs of the project: (One Team Leader, two additional members in the field, and one - Logistics - who works from home to provide any information or support required.)
     - Researches travel options for team
       - Identifies flights
       - Identifies hotels
       - Identifies car rental agencies
       - Reserves hotels after consultation with Team Leader
     - Drafts Incident Action Plan and sends to Team Leader
     - Makes sure emergency contact/safety forms are filled out prior to deployment

3) **Team Leader**
   - Talks with Institution to learn:
     - Background information
     - Practical information (food, water, electricity, travel, weather, etc.)
   - Coordinates travel arrangements based upon FAIC staff recommendations

4) **Team Members and Team Leader**
   - Communicate with each other to coordinate arrival times
   - Book air travel and submit receipts with reimbursement forms to FAIC prior to deployment (if desired – can be done after deployment).
   - Book car(s) as needed (must use own credit card to rent car)

5) **Team Leader**
   - Informs NHR coordinator and Emergency Programs Coordinator of travel plans
   - Informs Institution of travel plans, finalizes meeting time and place, and gives Institution contact information (cell phone numbers, etc.)

6) **Emergency Programs Coordinator**
   - Arranges to have PPE and other supplies sent to their destinations. These should be waiting for the team when they arrive

Deployment Phase

1) **Team**
   - Does damage assessment at Institution using Damage Assessment Form (Form 1)
   - Completes Initial Recommendations Form (Form 2) for Institution before leaving the area and leaves a copy of Form 1 and 2 with Institution contact
   - Submits Forms 1 and 2 to NHR Coordinator
   - Assists in educating Institution's staff about salvage procedures; helps staff with transportation of collections and organization of staging area; and advises on long-term continuity of operations
   - Reports back to NHR Coordinator and Emergency Programs Coordinator daily

2) **Logistics**
   - Researches/carries out anything requested by field Team, as needed: sources of services or supplies, contacts with specialist conservators, etc.

3) **NHR Coordinator**
   - Participates in Heritage Emergency Task Force conference calls and other calls that may be set up after the incident, as necessary
   - Requests additional assistance from NHR members or other expertise as needed

4) **Emergency Programs Coordinator**
   - Participates in Heritage Emergency Task Force conference calls and other calls that may be set up after the incident, as necessary
   - Oversees administrative issues as they arise
   - Communicates with federal and state funding agencies
   - Maintains budget for deployment
   - Ensures appropriate communication with public and AIC/FAIC stakeholders is maintained

Post-Deployment Phase

1) **Team Leader** (with assistance from **Team** and **Logistics** as appropriate)
   - Writes Final Assessment Report (Form 3, for Institution) within 5 days of return home and submits to NHR Coordinator
   - Writes Final Deployment Report (Form 4, for FAIC internal use) and submits to NHR Coordinator
- Follow up with institutions within 4-6 months of return home

2) **NHR Coordinator**
   - Reviews Final Assessment Report (Form 3) and sends on to Emergency Programs Coordinator and to Institution
   - Reviews Final Deployment Report (Form 4) and sends on to Emergency Programs Coordinator
   - Telephones each Team Member for debriefing and feedback on deployment

3) **Emergency Programs Coordinator**
   - Calls Institution for discussion of NHR's site visit
   - Posts final reports on members web page
   - Posts summary of site visit on public-facing web page

4) **Hotline**
   - Submits to NHR Coordinator a log of calls received during term of duty