

RESPONSIBILITIES DURING A DISASTER RESPONSE & RECOVERY

Responsibilities are grouped under categories of roles, established by Heritage Preservation in *The Field Guide to Emergency Response*. This is not a comprehensive list of responsibilities, but is intended to get you thinking about what is needed and the most appropriate person(s) or team for each one. Identify at least one person and an alternate for each responsibility. Once you have a better idea of what your team will look like, use **Appendix 3 – Disaster Response Team** to document assigned roles and contact information.

NAME/TITLE	
LEADERSHIP	
Set up command center	
Define goals & outline the response plan	
Define every person or group's responsibilities & the chain of command	
Assign & coordinate disaster team activities	
Train and supervise workers as needed	
Watch over the morale & welfare of workers	
RESPONSE LIAISON	
Identify the Incident Commander as soon as possible and introduce yourself	
Alert him/her to the risks that responders might encounter at your institution	
Provide Incident Commander keys & plans	
Indicate where priority collections & essential records are held	
Request special access for trained staff to assess the collection	
Ask for help to evacuate or protect threatened collections	
HEALTH AND SAFETY	
Contact outside support to identify & remove hazardous substances	
Determine physical limitations of response team members	
Establish, staff & stock first aid station	
Ensure frequent & regular breaks	
Equip team with appropriate PPE	
SECURITY AND FACILITIES	
Secure & protect the building's contents	
Work with team members to stabilize the environment	
Establish check-in/out procedures	
Monitor fire protection/suppression systems	

ADMINISTRATIVE AND FINANCIAL	
Track the monetary impact of all decisions	
Arrange for funds necessary to buy supplies, equipment, food, etc.	
Contact insurance company or risk management & fill out required forms	
Works to access critical institutional records	
Contacts data recovery firm if electronic records are damaged.	
SUPPLIES AND EQUIPMENT	
Locate available in-house supplies	
Responsible for ordering, delivery & dispersal of sufficient quantities of the appropriate supplies & equipment	
Establish & maintain lines of communication with contractors	
COMMUNICATIONS	
Handle all public relations & the media	
Provide communication among team	
Keep informed about [if?] larger disaster in your community	
ASSESSMENT	
Assess & estimate the type & extent of the damage	
Review collection priorities list & confirm or adjust it based upon damage assessment	
Estimate number of personnel needed to complete the work & how long recovery will take	
DOCUMENTATION	
Ensure proper documentation of damage (photos, videos, etc.)	
Record all major decisions & chronology of events	
Record staff time used & staffing needed	
Document salvage effort	
Keep inventory control of items being removed or discarded	
SALVAGE	
Set salvage priorities	
Determine needed resources – Can salvage be done in house with staff? Is a consultant and/or disaster recovery service needed?	
Formulate logistics for packing out & moving materials from the building if a commercial recovery service is not used	
Instruct staff on salvage procedures	
Triage collections based on salvage priorities & damage	