

## Overview of Standard Initial Response Teams

### 1 - Command and Control Team (Leadership Team)

#### Team Leader, Team Leader (Alternate), Team Members

Manage and direct all incident response activities for department or area.

- Take control of response to incident
- Activate and direct response teams
- Gather information regarding nature and scope of incident
- Declare disaster and escalate or stand down
- Set recovery priorities and determine general response strategy
- Ensure decisions are recorded

#### Other Positions on Command and Control Team

##### Financials Lead

Act as single point of contact for all financial issues (tracking expenditures, increasing credit limits, etc.)

##### HR / Employee Issues Lead

Act as single point of contact for all employee / HR issues (accounting for staff, liaison with OHR, employee assistance, etc.)

##### Liaison to Emergency Services

Act as single point of contact with fire, Public Safety, EH&S, etc.

##### Logistics Lead

Act as lead in procuring resources needed to support the Command and Control team (meeting space, office supplies, additional phones, etc.)

##### Staging Area Lead

Manage all deliveries and dispersements, perform asset tracking, etc.

### 2 - Crisis Communications Team

#### Team Leader, Team Leader (Alternate), Team Members

Manage and perform all communications functions as directed by the Command and Control Team. Work with institution's media / public relations area if the media is involved. Directly communicate with: employees, vendors, stakeholders, customers.

### 3 - Damage Assessment Team

#### Team Leader, Team Leader (Alternate), Team Members

Perform initial onsite physical assessment and report to Command and Control Team ASAP.

- Office work spaces
- PCs / Printers / Copiers
- Files / Documents
- Electric / Power
- HVAC
- IT and Telecommunications Connectivity

### 4 - Safety and Security Team

#### Team Leader, Team Leader (Alternate), Team Members

Perform all tasks needed to ensure the safety and security of employees / visitors / guests, the affected site, and any alternate sites.

- Safeguard / secure affected site as needed
- Direct staff as needed
- Safeguard alternate location
- Arrange safe employee transportation to alternate site(s), home, etc.