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 disbursements, 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.