



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - 1 Team Leader

TASKS ASSIGNED TO THIS POSITION:

1 TAKE CHARGE OF RESPONSE TO THE INCIDENT

The Command and Control Team Leader is ultimately responsible for the overall management of the incident / emergency, the development and implementation of strategic goals and objectives, and for approving the ordering and release of resources.

2 OBTAIN INITIAL ASSESSMENT OF SITUATION

As soon as possible, obtain an initial assessment of the situation from initial sources.

3 IMMEDIATELY ALERT TEAM LEADERS; INSTRUCT THEM WHERE AND WHEN TO ASSEMBLE

Immediately alert the leaders of the response teams of the disaster. Instruct them where and when to assemble.

4 CONTACT ALTERNATE LOCATION; ISSUE "STANDBY"

Contact the alternate site security / manager and issue a 'STANDBY' warning, giving brief details of the emergency / incident. Instruct the alternate site security / manager to prepare the site for possible occupation by the Command and Control Team. Preparation steps may include:

1. Turning all lights on in the Emergency Operations Center (EOC), nearby bathrooms and access hallways.
2. Adjusting heating / air-conditioning to accommodate for additional personnel.
3. Issuing temporary security passes for the alternate site.
4. Cordoning off / making available parking locations for arriving team members.
5. Posting signs and routing authorized personnel to the EOC.
6. Providing security for the EOC until the Security Team can be formally mobilized.
7. Obtaining additional phones and activating all phone lines / drops.
8. Obtaining additional laptops / PCs and activating all internet / LAN connections.

5 INSTRUCT DAMAGE ASSESSMENT TEAM TO BEGIN INITIAL ASSESSMENT

Instruct the Damage Assessment Team Leader to call out his / her team to attend the primary site and to assess the operational state of the facility and safety condition of facility occupants. The Damage Assessment process is used to acquire and report pertinent information about the incident within 30 MINUTES (approximate) of obtaining access to the affected site. The report should include information concerning:

- Status of emergency response activities
- Building evacuation status
- Civil authority response
- Departments/areas affected
- Tenants affected
- Adjacent buildings affected
- Potential for additional damage
- Suspected security breaches
- Current security requirements
- Building access
- Description of incident:

1. Type of event, 2. Location of occurrence, 3. Time of occurrence, 4. Suspected cause, 5. Potential for extended occurrence, 6. Potential for recurring outage, 7. Injuries and fatalities:

a. Names and status of victims, b. Nature of injuries, c. Potential for additional injuries or fatalities

6 CONTINUE OBTAINING INFORMATION ABOUT THE INCIDENT

Continue obtaining information about the incident from witnesses, staff, police, fire, emergency agencies, facilities, and / or others. Review the current situation status and initial strategic objectives.

7 REQUEST ACTIVATION OF ALTERNATE COMMAND CENTER IF NEEDED

Request activation of the alternate command center if you will be unable to establish a command center at the affected location. Ensure key personnel are aware of the location.

8 IDENTIFY A LIAISON TO ALL EMERGENCY AGENCY REPRESENTATIVES



Task Details with Team Information (custom)

Print Date: 5/14/2008

Identify (or confirm) a member of your staff to serve as the single liaison and point of contact between the Command and Control Team and all other emergency responders / agencies (e.g., police, fire, EHS, medical). Communicate this designation to all key staff.

Note: This liaison role is often assigned to the Safety and Security Team Leader, Damage Assessment Team Leader, or Facilities Team Leader.

9 ASSEMBLE AT THE COMMAND CENTER

10 BRIEF TEAM LEADS AS THEY ASSEMBLE

Brief staff / team leads as they assemble at the Command Center:

- Provide a summary of current situation.
- Provide a review of the current incident activities.
- Determine the time and location of the first strategy / planning meeting.
- Define required level of operational security.
- Identify strategic incident goals and any policy directives for the management of the incident.

11 DETERMINE IMMEDIATE COMMUNICATIONS NEEDS; EXECUTE

Determine immediate communications needs based on the situation. Work with Crisis Communications Team to develop and deliver these messages. Consider communication needs of:

- Departmental / affected staff
- Institution key contacts
- External key contacts
- Emergency agencies
- Vendors

12 OBTAIN INITIAL DAMAGE ASSESSMENT RESULTS

Obtain initial damage assessment and injury reports from the Damage Assessment Team. Review the initial damage assessment report with the Command and Control Team.

13 CONDUCT PLANNING MEETING

Conduct a planning meeting with all represented team leads and members at the Command Center. Possible agenda:

- Brief staff on situation / activity / resource status
- Agree on recovery priorities
- Set general strategy and incident objectives
- Identify control lines and division / team boundaries
- Specify tactics for each team
- Identify resources required
- Specify facilities and reporting locations
- Consider communications, medical, traffic, and other requirements; identify necessary activities
- Consider safety issues
- Obtain financial update and consider related financial issues
- Consider liaison issues with responding agencies and institution's representatives
- Identify status reporting structures and timeframes
- Finalize, approve, and implement plan

14 RECORD MEETING DETAILS AND IMPORTANT DECISIONS

Ensure that minutes of all Command and Control meetings are recorded, as well as important / major decisions made within the Command and Control Team.

15 DECLARE DISASTER AND ESCALATE OR STAND DOWN

Make the decision to declare a disaster or stand down. If a disaster is declared, activate all appropriate emergency management and business continuity plans; escalate issues to all necessary persons.

REMEMBER: ONLY the Command and Control Team Leader has the AUTHORITY to declare a disaster.

16 DETERMINE ADDITIONAL COMMUNICATIONS NEEDS; EXECUTE



Task Details with Team Information (custom)

Print Date: 5/14/2008

Determine additional communications needs based on the situation. Work with Crisis Communications Team to develop and deliver these messages. Consider communication needs of:

- Departmental / affected staff
- Institution key contacts
- External key contacts
- Emergency agencies
- Vendors

17 MAINTAIN COMMUNICATION WITH DAMAGE ASSESSMENT TEAM

Instruct the Damage Assessment Team Leader to maintain regular contact, especially within the initial hours following the interruption. By knowing the status of the recovery and the availability of personnel the Command and Control Team will be able to act accordingly.

18 ENSURE COMMAND AND GENERAL STAFF COORDINATION

- Actively monitor the situation and incoming status reports.
- Periodically check progress on assigned tasks of Command and general staff personnel.
- Approve necessary changes to strategic goals and action plan.
- Ensure that a designated liaison is making periodic contact with participating agencies.

19 APPROVE CAPITAL EXPENDITURES AS REQUIRED

Approve capital expenditures, as required. Work with the Financials Team. Ensure that proper accounting procedures and expenditure tracking systems are in place.

20 ENSURE ADEQUATE STAFF AND SUPPLIES

Ensure adequate staff and supplies. Work with Financials and HR Teams as needed.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - 2 Team Leader - Alternate

TASKS ASSIGNED TO THIS POSITION:

- 1 PERFORM THE DUTIES OF THE COMMAND AND CONTROL TEAM LEADER AS NEEDED



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - 3 Team Members

THERE ARE NO TASKS ASSIGNED TO THIS POSITION



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - Financials Manager (and alternate)

TASKS ASSIGNED TO THIS POSITION:

1 REPORT TO COMMAND AND CONTROL TEAM WHEN NOTIFIED

2 SECURE FINANCIAL RESOURCES

Work with the Command and Control Team to secure financial resources that may be required to address the situation. Consider:

- Increasing general credit and credit card limits.
- Increasing internal spending limits.
- Working with vendors to increase credit limits.
- Activating emergency financial contingencies.

3 ADVISE ALL APPROPRIATE STAFF OF FINANCIAL STATUS AS SITUATION DEVELOPS

4 RECORD EXPENDITURES

Record, track, and monitor expenditures. Document approvals as necessary.

5 ADDRESS INSURANCE REQUIREMENTS

Work with Command and Control and all other appropriate teams to address insurance requirements.

6 IN GENERAL, TAKE DIRECTION FROM COMMAND AND CONTROL TEAM



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - HR Lead (and alternate)

TASKS ASSIGNED TO THIS POSITION:

1 TRIAGE AND PERFORM INITIAL RESPONSE ACTIVITIES (SEE DETAILS)

Following a disaster, there are usually numerous immediate personnel and administrative support activities required. Triage all critical HR needs and respond accordingly (before proceeding to the pre-established tasks in this plan).

Remember to work closely with the Crisis Communications Team and Liaison Team Lead before/during communications with employees or external agencies / individuals. Regular contact must be maintained.

General responsibilities of the HR Team may include:

1. Accounting for all employees and visitors.
2. Ensuring the general well-being of all employees and their families.
3. Administration of personnel issues including Employee Assistance.
4. Procurement of additional staff, either for response Teams or regular work.
5. Procurement of goods and services.
6. Supporting and interfacing with all other response / recovery teams.
7. Making travel arrangements.
8. Tracking and distributing all employee contact information, especially relocated or at-home employees.
9. Notifying mail room / postal / courier services of any address changes.

2 REPORT TO COMMAND AND CONTROL TEAM

3 ACTIVATE ADDITIONAL TEAM MEMBERS AS NEEDED FOR HR ACTIVITIES

4 ACCOUNT FOR ALL EMPLOYEES

At the direction of the Command and Control Team, execute established methods to account for all unit / department personnel. Employ additional staff as necessary to perform this activity. Provide periodic update to Command and Control Team.

5 ADDRESS ALL STAFFING REQUIREMENTS

The HR team leader will work with the Command and Control Team to assign employees, not actively engaged in the recovery process, to support active Teams or other work areas. Establish appropriate shift schedules (extended hours, etc.) to accommodate estimated work load. As required, the Team Leader can also authorize the hiring of temporary personnel to provide further support.

6 ASSIST IN CREATION OF EMERGENCY INTERNAL CONTACT DIRECTORIES

Assist in the creation and maintenance of emergency internal contact directories (alternate location work phone numbers, cell phone numbers, pager numbers, email addresses, etc.) to ensure communication among all staff members (if necessary).

7 ASSIST WITH COMMUNICATION TO INTERNAL EMPLOYEES AS NEEDED

Work with the Command and Control and Crisis Communication teams to provide status updates, instructions, and other messages to internal staff as needed. Identify and implement supporting processes and policies as necessary.

8 COORDINATE EMPLOYEE ASSISTANCE SERVICES AS REQUIRED

Identify, address, and coordinate Employee Assistance services as required. Consider the following:

- 1) Identify missing or un-accounted employees.
 - 2) Identify external resource to collect 'emergency need' information from employees.
 - 3) Log names of employees who require disaster assistance, financial support, and/or additional disaster-related assistance.
- Provide periodic reports to the Command and Control Team.

9 ENSURE PROPER TIMEKEEPING PROCEDURES

Ensure that all employees are tracking time as needed. If normal timekeeping equipment, forms, and/or procedures are disrupted, identify and communicate new procedures for employees to follow.

10 ADDRESS CHILD CARE ISSUES AS NEEDED



Task Details with Team Information (custom)

Print Date: 5/14/2008

11 COORDINATE TRAVEL AND RELOCATION EFFORTS

At the direction of the Command and Control Team, coordinate travel / transportation arrangements to the alternate site / recovery locations (if required). Activate temporary business recovery transportation order procedures. Coordinate with procurement, contracting and transportation functions as appropriate. Rent/lease appropriate lodging for recovery team members as required. Work with Safety and Security Team (and others) as needed to ensure the safety of all employees while in transit and at new locations.

12 MAINTAIN INJURY / DEATH REPORTS

Maintain status information on any company personnel receiving medical treatment or other disaster related services for inclusion in required Health & Safety reports.

13 ADDRESS MORALE AND PRODUCTIVITY ISSUES AS NEEDED

As staff may be operating under stressful conditions, make sure to monitor and address morale and productivity issues in an ongoing fashion.

14 ACTIVATE TEMPORARY PAYROLL AND EMPLOYEE EXPENDITURE PROCEDURES

Activate temporary payroll and employee expenditure procedures as needed. Document and secure management approval of any special pay or expense items including compensation disbursements. Process and track as necessary.

15 ADVISE REGARDING LEGAL ISSUES FOR RESPONSE

Assist Command and Control Team, Executive Management, and/or Legal Executives to review and evaluate the disruption or disaster situation in terms of liability, regulatory requirements, and contractual obligations. Advise the Command and Control Team as appropriate.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - Liaison to Emergency Services (and alternate)

TASKS ASSIGNED TO THIS POSITION:

- 1 SERVE AS LIAISON TO ALL EMERGENCY RESPONDERS / AGENCIES
Serve as the single liaison and point of contact between the Command and Control Team and all other emergency responders / agencies (e.g., police, fire, EMH, medical).
- 2 OBTAIN BRIEFING AND INSTRUCTIONS FROM COMMAND AND CONTROL
- 3 ESTABLISH WORKSPACE AND OBTAIN STAFF AS NEEDED
Establish workspace for liaison function. Notify agency reps of location. Obtain additional staff and support as needed.
- 4 IDENTIFY AGENCY REPRESENTATIVES FROM EACH AGENCY / COOPERATOR
Identify agency representatives from each agency / mutual aid cooperators, including communications link and locations.
- 5 CONTACT AND BRIEF REPRESENTATIVES
Contact and brief assisting / coordinating agency and mutual aid representatives (reps from fire, police, Red Cross, etc.)
- 6 INTERVIEW REPRESENTATIVES
Interview agency representatives concerning resource and capabilities, and restrictions on use. Provide this information at Command and Control Team planning meetings.
- 7 ATTEND COMMAND AND CONTROL MEETINGS AS INSTRUCTED / NEEDED
- 8 WORK WITH COMMUNICATIONS TEAM AS NEEDED
- 9 MONITOR AND REPORT ON INCIDENT OPERATIONS
Monitor incident operations to identify potential inter-organizational problems. Consider logistical problems, inadequate communications, and strategic and tactical direction. Keep command apprised of such issues.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - Logistics Manager (and alternate)

TASKS ASSIGNED TO THIS POSITION:

1 OVERVIEW OF LOGISTICS MANAGER ROLE (SEE DETAILS)

The Logistics Manager is responsible for providing facilities, services, and materials in response to the direction of the Command and Control Team. He / she participates in the execution of Command and Control Team activities and provides general facilitation and other support.

2 OBTAIN BRIEFING FROM COMMAND AND CONTROL TEAM

3 ENSURE COMMAND CENTER IS ADEQUATELY EQUIPPED

4 RESPOND TO GENERAL NEEDS OF THE COMMAND AND CONTROL TEAM

Respond to the general needs of the Command and Control Team; keep in continual contact.

5 RESEARCH AVAILABILITY OF ADDITIONAL RESOURCES

6 HELP TO FACILITATE COMMUNICATION AND COORDINATION

Help to facilitate communications and coordination between the Command and Control Team and other teams.

7 ENSURE THAT COMMAND AND CONTROL TEAM IS RECORDING KEY DECISIONS AND ACTIVITIES

8 CONSIDER FOOD AND WATER REQUIREMENTS

Consider food and water requirements for planned and expected operations as appropriate.

9 DETERMINE REQUIREMENTS FOR EACH FACILITY TO BE ESTABLISHED

If appropriate, determine requirements for each facility that needs to be established. Make sure to consider the following:

- Sanitation
- Sleeping
- Food / water
- Supply area
- Medical support
- Communicaitons needs
- Security needs
- Lighting
- Space
- Access and parking



Task Details with Team Information (custom)

Print Date: 5/14/2008

Command and Control Team - Staging Area Manager

TASKS ASSIGNED TO THIS POSITION:

- 1 OBTAIN BRIEFING FROM THE COMMAND AND CONTROL TEAM
- 2 PROCEED TO STAGING AREA; ESTABLISH STAGING AREA LAYOUT
- 3 ENSURE EFFICIENT CHECK-IN; IDENTIFY AND TRACK PERSONS AND RESOURCES
- 4 OBTAIN AND ISSUE RECEIPTS FOR EQUIPMENT AND OTHER SUPPLIES DISTRIBUTED OR RECEIVED
- 5 REPORT RESOURCE STATUS CHANGES AS REQUIRED
- 6 MAINTAIN STAGING AREA IN ORDERLY CONDITION



Task Details with Team Information (custom)

Print Date: 5/14/2008

Crisis Communications Team - Team Leader

TASKS ASSIGNED TO THIS POSITION:

1 IMPORTANT: NO ONE COMMUNICATES DIRECTLY WITH THE MEDIA

NO communication with the media is to be undertaken by anyone except the designated representative from University Relations. The Crisis Communications Team Leader should work with University Relations to handle all media concerns.

2 (PREPARE COMMUNICATION RELEASES WELL IN ADVANCE IF AT ALL POSSIBLE)

Information releases and other communication messages are best prepared in advance. They should be clear, factual and concise, with related information distributed from a single source within Crisis Communication Team. All 'general' releases and other important communications must have the prior approval of the Command and Control Team Leader.

3 DETERMINE CURRENT STATUS OF INCIDENT

Work with the Command and Control Team to determine the current status of the incident and resulting situation.

4 IDENTIFY THE INSTITUTION'S OFFICIAL SPOKESPERSON AND COMMUNICATE IF APPLICABLE

Identify the person who will be the official spokesperson for the institution (if such a person has been designated). Communicate this designation to all who need to know, including the Command and Control Team and the Crisis Communication Team.

5 ADVISE EVERYONE: HOW TO HANDLE / DIRECT MEDIA INQUIRIES

Advise all employees, vendors, contractors, and related parties to refer all media inquiries to University Relations or other appropriate person.

6 RETRIEVE VITAL RECORDS AND ASSETS

Retrieve all necessary pre-constructed media and crisis communications templates as well as any necessary equipment (e.g., phones, radios, televisions, fax machines) from storage location.

7 ESTABLISH AND MANAGE COMMUNICATIONS CENTER

Establish a dedicated information / communication center. Establish a center for public and / or media if necessary; locate this center away from the Command and Control Team and away from the Command Center. Manage or designate staff to manage the center(s).

8 PREPARE INITIAL INFORMATION SUMMARY AS SOON AS POSSIBLE

Prepare an initial information summary as soon as possible. This can be used as a general notice and template for many to use in their communications.

9 PREPARE AND DELIVER INITIAL MESSAGE TO INTERNAL STAFF MEMBERS

Prepare and deliver an initial message to internal staff members. Clearly and concisely provide information about the current situation and any instructions. Clear the message with the Command and Control Team before delivering message.

10 PREPARE AND DELIVER INITIAL MESSAGE TO KEY STAKEHOLDERS

Prepare and deliver an initial message to key, designated stakeholders both within and outside of the institution. Clearly and concisely provide information about the current situation and any additional information. Clear the message with the Command and Control Team before delivering message.

11 PREPARE AND DELIVER COMMUNICATION TO RELATED VENDORS

Check with the Command and Control Team to identify which vendors (if any) should be notified of the situation to place them on stand-by alert or provide them with information. Designate staff to contact the vendors.

12 MANAGE THE INFORMATION FLOW AND CONTENT TO CRISIS TEAM AND BEYOND

Manage the information flow and content throughout while responding to the incident. Work closely with the Command and Control Team as well as any other communication specialists from the institution.

13 SCHEDULE INTERVIEWS AND RELEASES

All efforts must be taken to protect the confidential and sensitive data contained in this document; ensure proper handling, storage, distribution, and disposal of this document.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Schedule and conduct information sessions, interviews, updates, and information releases as appropriate.

- 14 PROVIDE AD HOC COMMUNICATIONS SUPPORT AS REQUESTED BY THE COMMAND AND CONTROL TEAM

Note: Consider using the PA system as an additional method of communications.

- 15 PROVIDE AD HOC COMMUNICATIONS SUPPORT AS REQUESTED BY OTHERS

Provide ad hoc communications support as requested by Human Resources/OIT/EHS/OUPD/ STUDENT AFFAIRS/FACILITIES/AUXILIARIES/OTHERS. Make sure to obtain clearance / approval from the Command and Control Team.

- 16 COORDINATE COMMUNICATION CONTENT WITH THE COMMAND AND CONTROL TEAM

For all important communications, coordinate communication information content with the Command and Control Team and advise them on other communication matters.

- 17 REMAIN ACCESSIBLE

The Crisis Communications Team Leader must be accessible at all times to critical sources requesting information. Acting as the clearing house for distributed information, the Team Leader must be available to review and assist with the coordination of all official communications. Make sure to keep in close contact with both the Command and Control Team as well as University Relations as required.

- 18 MANAGE AND CONTROL ANY RUMORS THAT ARE IDENTIFIED

- 19 DOCUMENT AND TRACK ALL NOTIFICATIONS AND COMMUNICATIONS

Establish a notification checklist of successful and unsuccessful contact and describe the nature of the notification (e.g., spoke directly with, left message on answering service, message left with family member, unavailable, no contact made). Record all interviews conducted. Make copies of all documents and information releases distributed. Document all communications with staff, internal and external key contacts, and others.

- 20 ESTABLISH STATUS REPORT SCHEDULE

Work with Command and Control Team and other teams as necessary to schedule regular status reports both to and from the Crisis Communications Team.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Crisis Communications Team - Team Leader - Alternate

TASKS ASSIGNED TO THIS POSITION:

- 1 PERFORM THE DUTIES OF THE CRISIS COMMUNICATIONS TEAM LEADER AS NECESSARY



Task Details with Team Information (custom)

Print Date: 5/14/2008

Crisis Communications Team - Team Members

THERE ARE NO TASKS ASSIGNED TO THIS POSITION



Task Details with Team Information (custom)

Print Date: 5/14/2008

Damage Assessment Team - Team Leader

TASKS ASSIGNED TO THIS POSITION:

1 OVERVIEW OF TEAM LEADER ROLE (SEE DETAILS)

After being notified of a situation, the Damage Assessment Team Leader shall visit the affected site location. This visit will include all activities related to an initial damage survey of the business site after an emergency situation has occurred. The objective is to determine the extent of damage, to estimate the impact on essential business operations and to provide a basis for determining whether a disaster declaration is required. (This initial assessment is not intended to provide sufficient detail for restoration work orders.)

2 ACTIVATE TEAM MEMBERS

Contact all necessary team members and inform them of when / where to meet.

3 OBTAIN PERMISSION TO ENTER SITE FROM EMERGENCY SERVICE RESPONDERS

The Damage Assessment Team Leader shall identify and make contact, at the earliest opportunity, with Emergency Services teams (e.g. Fire, Police) that have responded to the incident to obtain authorization for the Damage Assessment Team to enter the affected site. Make sure to coordinate with your Command and Control Team's Liaison (if one has been appointed).

4 OBTAIN NECESSARY VITAL RECORDS, TOOLS, AND EQUIPMENT

Once permission to enter the affected site has been received from Emergency Authorities, retrieve the necessary vital records, tools, and equipment from the Alternate / Recovery Site Command Center in order to begin a damage assessment.

5 PROVIDE FACILITY SCHEMATICS AND DIAGRAMS TO FIRE / RESCUE PERSONNEL, IF REQUIRED

6 ASSIGN DAMAGE ASSESSMENT ACTIVITIES TO SPECIFIC TEAM MEMBERS

Assign damage assessment activities to specific team members and distribute related pre-designed damage assessment checklist forms. Determine the time limit to conduct the damage assessment. Time duration should be 30 MINUTES MAXIMUM. The team will then reassemble.

7 WORK WITH TEAM TO PERFORM INITIAL DAMAGE ASSESSMENT (WITHIN 30 MINUTES IF POSSIBLE)

The initial damage assessment survey should be performed within 30 minutes and addresses possible damage in the following potential categories:

1. Physical structure of the business site;
2. Security systems;
3. Access routes available;
4. Environmental / HVAC support systems;
5. Hard copy files;
6. Telecommunications equipment;
7. Computer systems, terminals and PC's;
8. Additional equipment and electronics;
9. Identifiable hazardous material contamination;
10. Vital records

8 IF POSSIBLE, ALSO OBTAIN ADDITIONAL INCIDENT INFORMATION (SEE DETAILS)



Task Details with Team Information (custom)

Print Date: 5/14/2008

If possible, also have your team obtain the following information regarding the incident:

- Status of emergency response activities
- Building evacuation status
- Civil authority response
- Departments/areas affected
- Tenants affected
- Adjacent buildings affected
- Potential for additional damage
- Suspected security breaches
- Current security requirements
- Building access
- Description of incident:

1. Type of event, 2. Location of occurrence, 3. Time of occurrence, 4. Suspected cause, 5. Potential for extended occurrence, 6. Potential for recurring outage, 7. Injuries and fatalities:

a. Names and status of victims, b. Nature of injuries, c. Potential for additional injuries or fatalities

9 PROVIDE INITIAL REPORT TO COMMAND AND CONTROL TEAM ASAP

Provide an initial report to the Command and Control team as soon as possible (at least within 2 hours of initial notification of incident).

10 TAKE PHOTOGRAPHS TO RECORD VISUAL DAMAGE

Wherever possible, take photographs to record visual damage to site and equipment. The use of a digital camera is preferred as the images can be printed / electronically sent to necessary recipients; otherwise a Polaroid camera (auto-developing film) should be used to eliminate photograph development time.

11 ASSIST WITH INSURANCE REQUIREMENTS AS NEEDED

12 OBTAIN ADDITIONAL INSTRUCTIONS FROM COMMAND AND CONTROL TEAM

Once the initial damage assessment is complete, contact the Command and Control Team for additional instructions and activities. Likely part of this work will be a full, all-encompassing damage assessment and report.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Damage Assessment Team - Team Leader - Alternate

TASKS ASSIGNED TO THIS POSITION:

- 1 PERFORM THE DUTIES OF THE DAMAGE ASSESSMENT TEAM LEADER AS NECESSARY



Task Details with Team Information (custom)

Print Date: 5/14/2008

Damage Assessment Team - Team Members

TASKS ASSIGNED TO THIS POSITION:

1 UPON NOTIFICATION FROM TEAM LEADER, ASSEMBLE IN DESIGNATED LOCATION

2 CHECK IN WITH DAMAGE ASSESSMENT TEAM LEADER AND OBTAIN INSTRUCTIONS

Once arriving at the designated location, check in with your team leader and obtain instructions.

3 PERFORM INITIAL DAMAGE ASSESSMENT WITHIN 30 MINUTES

Acting upon instructions from your Team Leader, and using the Damage Assessment Checklist form(s), team members should split up and conduct their specific damage surveys. It is important to complete the initial damage assessment in the allotted time, to thus enable management to make timely decisions regarding site reoccupation versus invoking recovery phase plans. Report results to Team Leader ASAP.

4 PERFORM DETAILED DAMAGE ASSESSMENT

Acting upon instructions from your Team Leader, and based upon the results of the initial damage assessment, team members should conduct a detailed damage assessment. Report results to Team Leader as appropriate.



Task Details with Team Information (custom)

Print Date: 5/14/2008

Safety & Security Team - Team Leader

TASKS ASSIGNED TO THIS POSITION:

1 MONITOR AND INSURE GENERAL SAFETY FOLLOWING AN INCIDENT

The Safety and Security Team Lead is ultimately responsible for monitoring, assessing, and improving hazardous and unsafe conditions and developing measures for assuring personnel safety. He or she will ordinarily correct unsafe strategies and tactics through the planning process, and unsafe acts through the regular chain of command, though s/he may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

2 OBTAIN BRIEFING

Obtain briefing from the Command and Control Team Lead and/or from the initial on-scene Safety Officer.

3 ACTIVATE, STAFF, AND ORGANIZE TEAM IN RESPONSE TO SITUATION

4 ADDRESS ACCIDENT SCENE(S)

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with all parties involved, both internal and external.
- Prepare accident report.
- Recommend any corrective actions to Command and Control Team.

5 MAKE INITIAL REPORT TO COMMAND AND CONTROL TEAM

After making an initial survey, report to the Command and Control Team with status of the situation and any initial recommendations. Obtain any additional instructions or authorizations at this time.

6 SECURE THE AFFECTED SITE

Establish facility security in addition to local police / fire / emergency agency presence.

7 PARTICIPATE IN PLANNING AND TACTICS MEETINGS

While participating in meetings, make sure to:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents / injuries to date. Make recommendations on preventative or corrective actions.

8 CONTINUE TO MANAGE SAFETY AND SECURITY TEAM

9 CONTINUE TO BE IN COMMUNICATION WITH COMMAND AND CONTROL TEAM

Continue to check in with the Command and Control Team, make regular status reports, attend meetings, and provide input as needed.

10 ASSIST WITH MOVE TO ALTERNATE SITE

If appropriate, assist with the move of staff and/or equipment to an alternate location. Consider and address all aspects of safety issues related to such a move.

11 MAINTAIN RECORD OF ALL KEY ACTIONS AND DECISIONS



Task Details with Team Information (custom)

Print Date: 5/14/2008

Safety & Security Team - Team Leader - Alternate

TASKS ASSIGNED TO THIS POSITION:

- 1 PERFORM DUTIES OF SAFETY AND SECURITY TEAM LEAD AS NEEDED



Task Details with Team Information (custom)

Print Date: 5/14/2008

Safety & Security Team - Team Members

THERE ARE NO TASKS ASSIGNED TO THIS POSITION