Cultural Institution Disaster Team Roles

Team Functions

Preparedness functions

- Things done well in advance

Response functions

- Actions during the event

Salvage/Recovery functions

- Long term

Built on everyday operations

People are comfortable with what they know

No one wants to be on the director's team

Familiarity breeds contempt

Preparedness Team Functions

- **Facilities Management**
  - Identifies, evaluates, and eliminates risks on a daily basis

- **Coordination**
  - Keeps plan up-to-date, distributes plan to staff, on-going training

- **Communication**
  - Emergency phone contacts; internal and external support contacts

- **Procurement**
  - Supplies stockpiles, keeps and inventory, replaces when necessary

- **Security**
  - Staff identification for entry, keys for necessary personnel, staff rendezvous points, evacuation sweeps

- **Data Management**
  - Computers are backed-up, plans are available off-site

Response Team Functions

- **Facilities Management**
  - Assembles a rapid assessment team, documents severity of problem, performs mechanical systems tasks

- **Coordination**
  - Assigns staff to reduce risk, determines salvage techniques, personnel and vendors to be used

- **Communication**
  - **External** (Media, administration, FEMA or insurance)
  - **Internal** (Calls staff, maintains communication with responding agencies)

- **Procurement**
  - Takes care of all monetary issues, funding for staff time, recovery services, claims, purchases of food and supplies

- **Security/Welfare**
  - Ensures safety of staff during operations, secures the building in the absence of electricity, establishes aid stations, water, port-a-potty, sets up a break schedule

- **Data Collection/Distribution**
  - **Collection information** (Distributes priorities, special salvage requirements)
  - **Recording information** (Documents events, time sheets, who did what when)
  - **Systems information** (Data systems priorities, establishes a data recovery center and command headquarters)

Salvage Team Functions

- **Coordination**
  - Determines salvage techniques to be used, priorities, assigns teams and tasks

- **Sorting**
  - Sorts materials using knowledge of collection and material types

- **Recording**
  - Documents the event, staff activities, and actions taken both written and visual

- **Packing**
  - Packing materials for triage, to storage or to a vendor for treatment

- **Procurement**
  - Obtains needed supplies from in-house stockpile or external as directed

- **Data/communication**
  - Provides access to computerized information, vital operating records, etc.

The Barnyard

- Reaction to stress varies from person to person

- They can't control the way they are behaving

- Understanding their personality types, strengths and weaknesses now is important to success

- This is sometimes evident in the planning process

- When the adrenaline is flowing, you get to see a side of your co-workers that you have never seen before. And it is often not pretty.

The Barnyard Team

The Barnyard Team

Effective Team Leaders

– Flexible

– Personable

– Able to multi-task

– Good with details or lists

– Creative

Planning for Your Institution

- **May not have enough staff for 3 distinct or separate teams**

  – One person may function in a particular job on all three teams
  – Advantage of being familiar with the process from the start

- **Think in terms of the work that must be done rather than the person doing it**

  – In most cases the one that gets there first is the one in charge until there is a change.

- **What order are you going to tackle the required functions based on your ability, size of institution, collection needs, staff limitations, etc.**

  – Don't become overwhelmed with the tasks; don't focus on what can't be done.