Three Different Teams:

- **Preparedness functions**
  - Things done well in advance

- **Response functions**
  - Actions during the event

- **Salvage/Recovery functions**
  - Long term

Basic Elements of each:

- 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.