

## DISASTER PREPAREDNESS FUNCTIONS

FUNCTION	RESPONSIBILITIES/TASKS	PERSON RESPONSIBLE	WORK PHONE	HOME PHONE
Facilities management	Maintains physical plant systems. Reduces or eliminates risks to people, buildings, and objects through repair work and anticipation of structural, electrical, mechanical, and other problems. Uses checklist to evaluate potential risks on a regular basis.			
Coordination	Ensures that preparedness plan is kept up to date and that all staff members receive copies of plan and on-going training in implementation of the plan and emergency procedures including first aid, fire extinguisher use, etc.			
Communication	Ensures emergency telephone list is maintained and distributed.			
Procurement	Stockpiles and labels emergency supplies. Ensures availability through frequent inventory.			
Security	Ensures that staff have identification cards for site entry during an emergency, ensures keys are available for appropriate personnel, helps establish evacuation procedures and determine safety of emergency shelters			
Data Systems Management	Ensures computers are backed-up on a schedule (and as needed) and copies of data stored off-site.			



## DISASTER *RESPONSE* FUNCTIONS

FUNCTION	RESPONSIBILITIES/TASKS	PERSON RESPONSIBLE	WORK PHONE	HOME PHONE
Coordination of response	Assesses incident/threat and declares emergency plan in effect. Takes immediate steps to assign appropriate staff to reduce or eliminate risk (for example, stop the flow of water, unclog the drain, cover the materials, etc.) In cooperation with appropriate personnel (facilities manager, emergency agencies, architects/engineers, collection managers) assesses damage to facility and records, determines salvage techniques to be used and personnel and/or vendors to be called.			
Facilities management	Assembles and directs a team to conduct an initial structural, systems, and utility damage assessment. Reports location(s) and severity of problems. Directs or performs necessary emergency shutdown procedures for heating, ventilation, air conditioning, water, and electrical systems. Shuts off utilities as necessary.			
Communication – External	Communicates with administration, media, insurance firms, etc.			
Communication – Internal	Maintains communication with other individuals and organizations responding to the emergency. Initiates emergency contact procedures when emergency is declared.			

## DISASTER RESPONSE FUNCTIONS

(continued)

FUNCTION	RESPONSIBILITIES/TASKS	PERSON RESPONSIBLE	WORK PHONE	HOME PHONE
Allocation of fiscal resources	Secures and/authorizes funds for recovery. This may include funding for additional staff time, recovery services, security services, supplies, food for recovery personnel, etc.			
Safety/Welfare	Ensues safety and welfare of employees and visitors during emergency operations. Establishes first aid stations, ensures food, water and bathroom facilities available, ensures regular breaks			
Collection Information	Provides information about the collection, priorities, special salvage needs, etc.			
Recording Information	Documents events – what happened, when, what steps were taken, etc. (written and visual. documentation)			
Data Systems Information	Provides information about the data systems, priorities, and special salvage needs, etc. Helps establish data recovery center and command headquarters.			

## SALVAGE FUNCTIONS

FUNCTION	RESPONSIBILITIES/TASKS	PERSON RESPONSIBLE	WORK PHONE	HOME PHONE
Coordination	Determines appropriate salvage techniques to be used, establishes priorities, assigns teams and tasks			
Sorting	Sorts materials using knowledge of collection and their vulnerability			
Recording Information	Documents materials damaged, actions taken. (written and visual)			
Packing	Packs materials for moving to salvage area, appropriate storage, or for transporting to outside recovery vendor.			
Procurement	Obtains needed supplies from in-house stockpile or external as directed.			
Data/telecommunications systems recovery	Provides access to computerized collection information, vital operating records, etc. Utilizes off-site data recovery services as necessary.			