Appendix A: Disaster Team Responsibilities

NOTE: The Disaster Task Force is an ongoing committee of Library and Information Services. The Disaster Team is mobilized in the event of a disaster.

Disaster Team Responsibilities

A few responsibilities are common to almost every managerial or supervisory position, and are not repeated in the individual job descriptions. They are:

1. Gathers information and develops initial strategy based on personnel available and the nature of the emergency.
2. Establishes a base of operations and announces its location.
3. Arranges for chronological documentation of significant events.
4. Communicates staffing needs to Operations Assistant.
5. Coordinates the use of arriving staff through the Operations Assistant.
6. Manages work crews.
7. Shifts personnel as necessary to ensure efficient work flow and alleviate bottlenecks and other problems.
8. Coordinates equipment and supply needs with Operations Assistant.
9. Continually re-evaluates the emergency and priorities.
10. Regularly reports to supervisor on progress and problems.
11. Thoroughly briefs his/her replacement.

Chief Administrator -- ultimately responsible for protection of life, facilities, and collections. The LIS Director fills this position. Manages and directs the whole recovery operation, ensuring effective workflow and coordination among organizational units involved in the recovery operations, all with the goal of protecting life, facilities, and collections. Oversees all external communications during the emergency. Gathers, compiles, and coordinates information for dissemination to the media. Serves as liaison to families of employees and volunteers, and manages all outside telephone communications.

Duties
1. Assesses emergency and declares disaster plan in effect.
2. Keeps administrators informed of status and needs.
3. Authorizes emergency expenditures.
4. Establishes priorities for physical security and collections needs.
5. Works with SMC Director of Public Relations to issue public statements about the disaster.
6. Receives all external communications and requests for information.
7. Takes immediate action to reduce or eliminate the risk.
8. Appoints unit heads (based on pre-established Disaster Team list) as needed to carry out the recovery operations.
9. Authorizes purchases of materials and services.
10. Assesses need for off-site operations center, storage areas, and other spaces, and (if they are required) charges appropriate staff to secure and equip them.
11. Develops "business resumption plans" -- mechanisms for providing access as soon as possible through means such as setting up off-site service points, reopening a portion of the building or office, expediting orders for replacements and duplicates, etc.
12. Insures long-term clean-up and restoration/rehabilitation operations are initiated.
13. Declares that the emergency is over.

**Chair, Disaster Task Force**

**Duties**
1. As part of preparedness, develops and regularly updates and distributes disaster preparedness plans.
2. Communicates regularly and as needed with the Disaster Team
3. In non-disaster situations, maintains annual or regular contact with campus departments as needed.
4. As part of preparedness, formulates agreements with emergency services such as freezer facilities, dehumidification and drying services, trucking firms, cleaning services, and other vendors.
5. As part of disaster preparedness, may assist Recovery Coordinator in inventorying in-house disaster supply kits as well as supplies and equipment housed in central supply depots, warehouses, and other buildings.

**Recovery Coordinator** -- directs all recovery operations involving collections materials. Responsible for general supervision of packing and transportation of collections, drying and other salvage activities, storage arrangements, and documentation of movement and treatment. Reports to Chief Administrator.

**Duties**
1. Retrieves disaster supply kit(s) from storage.
2. Takes immediate action to reduce or eliminate risk of damage to collection.
3. Prepares initial damage assessment and, with Collection Manager, establishes priorities for salvage.
4. Informs Chief Administrator of support needs.
5. Refines salvage priorities based on type and extent of damage, and establishes priority lists for further salvage efforts.
6. Activates, supervises, and (when needed) trains salvage work crews.
7. Determines the sequence and methods of salvage of collections.
8. Establishes work areas for all parts of the recovery operation, with assistance from the others necessary for the provision of space, supplies, and equipment.
9 Arranges for continuous monitoring of temperature and relative humidity in areas where collections are stored and in areas where recovery operations (particularly drying) take place.
10 Gives specific direction to staff assigned to the salvage effort on handling of collection materials.
11 Arranges for specific conservation documentation.

**Collection Manager**-- provides guidance on salvage priorities, disposition decisions, and replacement options for collection materials, and long-term restoration of collection materials. Depending on the extent of the emergency, a separate Collections Manager may be appointed for subsets of the collection by format (e.g., archives, manuscripts, photographs, microforms, electronic records, etc.), department (e.g., reference, periodicals, reserves.), or physical location (e.g., room, floor, building, etc.). Works closely with the Recovery Coordinator. Reports to Chief Administrator.

**Duties**
1. Identifies and ensures the protection or salvage of vital records and high-priority collections.
2. Estimates extent and type of damage to the collection as a whole and to major subunits.
3. Establishes safe storage locations on-site and off-site, as appropriate.
4. Initiates plans for long-term clean-up and restoration of collections.
5. As part of preparedness, establishes salvage priorities.
6. Refines established salvage priorities based on type and extent of damage.
7. Selects salvage techniques and restoration strategies in consultation with Recovery Coordinator.
10. Contacts and evaluates outside service providers (binders, conservators, etc.) for provision of treatment services.

**Operations Assistant** -- Manages efficient procurement, receipt, and distribution of supplies and equipment. Liaisons with other SMC departments as needed, including physical plant, security, and Budget and Finance office. Responsible for the efficient deployment of all personnel used in the salvage effort.

**Duties (In large scale disaster, items 1-3, 4-8 and 9-15 may be performed by different people)**
1. Works with Chief Administrator to expedite emergency expenditures.
2. Ensures accurate tracking of costs and documentation of losses.
3. Initiates contacts and ongoing communications with Budget and Finance Office to negotiate claims.
4. Maintains emergency notification files and coordinates contact of off-duty personnel.
5. Maintains accurate records of time spent by staff and volunteers in recovery operations.
6. Issues authorized permit badges that indicate authorization to be on the premises.
7. Works with Human Resources department to arrange, if necessary, for the employment of any volunteers, temporary trade labor and/or security in the clean-up and disaster recovery effort.

8. Maintains a roster of on-site personnel. Coordinates the use of arriving staff, temporary workers, and volunteers with unit managers to ensure that all needs are met on a priority basis.

9. Monitors supply inventory during recovery operation.

10. Coordinates and arranges for any additional equipment and supplies needed for the clean-up and disaster recovery teams.

11. Distributes supplies and equipment to work crews.

12. Contacts vendors of goods and services.

**Reporter/photographer** -- maintains written and visual record of all decisions and activities including extent of damage, recommended procedures, treatment priorities, communications with outside agencies and organizations, necessary supplies and services, dispersal arrangements, and other decisions that may be necessary to document insurance claims or for post-disaster evaluation and analysis. Generally not needed in a small-scale emergency; otherwise reports to Chief Administrator.

**Duties**

1. Documents significant events, decisions, communications, and so on, and sees that records are maintained for immediate and long-term uses.

2. Compiles information provided by various units to prepare reports.

3. As part of preparedness, creates and regularly updates photographic documentation of the normal condition of the building, storage areas, and collections.

4. Documents the disaster on film and videotape if possible.

5. In conjunction with photographic documentation, provides accurate written records to document dates, times, people, and places in order to have a complete documentary record of the disaster.

**Recorder** -- maintains collection records to track status and disposition of all materials through recovery operation.

**Duties**

1. Creates and maintains tracking/inventory system to monitor status of materials from packing through various salvage operations to storage and eventual return.

2. Develops inventory form and system for packout crews' use in numbering/coding containers and pallets.

3. Works with Data Processing Manager for salvage, restoration, or reconstruction of data processing systems and files.

4. Updates local registers, databases, finding aids, catalogs to reflect discards, conservation treatments, etc.
5. Submits lists of deleted titles to Director of Library & Information Services and the Associate Director for Collection Services.
6. Documents decisions.

Data Processing Manager -- responsible for the protection and recovery of LIS’s integrated catalog and PC-based data processing functions. Reports to the Chief Administrator.

Duties
1. As part of preparedness, liaisons with IT department.
2. Supervises or contracts for salvage/restoration of data processing equipment, software, and files.
3. Plans and manages the relocation of data processing equipment, files, etc. to off-site facilities.