

PLANNING AND RECOVERY DISASTER TEAM PLAYERS

PLANNING TEAM

- Include coworkers from all levels:
- Planners & Policy Representatives
- Direct Service Providers
- Human Resources
- IT Specialists
- Facilities & Building Staff
- Executives
- Staff or Volunteers with Special Needs

RECOVERY TEAM

TEAM LEADER

- Coordinates team
- Makes financial decisions
- Makes insurance contacts
- Handles public relations

RECOVERY MANAGER

- Knowledgeable about recovery procedures
- Develops recovery procedures
- Trains staff, volunteers

CREW MANAGER/BUILDING MANAGER

- Assembles and coordinates work crews
- Controls work flow and supplies
- Keeps building-related information

RECORDER

- Keeps track of all records generated by team
- Keeps inventory records of all damaged materials

COMMUNICATIONS MANAGER

- Commands control center for communication
- Communicates with outside resources
- Deals with incoming/outgoing calls