

Emergency Response Team

Overview

The emergency response team will coordinate first response to an emergency, as well as salvage and long-term rehabilitation of the collections, assets, and building.

The members of the emergency response team should be able to think clearly under pressure, consider all options quickly but carefully, make decisions, and act. In particular, the head of the team will need to provide strong leadership in stressful circumstances.

The composition of the emergency response team may reflect the organizational hierarchy, **but in some cases it may not**. For example, the team may include personnel who live very near your facility and can respond quickly after-hours, and it may include someone with specialized training or experience. It is important to include on the emergency response team any personnel who are not staff members but who will play an important role in disaster recovery (such as personnel from town departments and/or members of the board of trustees).

To-Do's

- Determine the members of the emergency response team.
- Enter all members of the emergency response team into the master list of key personnel.
- Determine which members of the team will fill the specific roles that are likely to be needed during an emergency. (See list of Roles, below.) Note that in some institutions, each person may fill more than one role.
- Designate backups in case a team member is not available during an emergency.
- Schedule training for the emergency response team.

Emergency Response Team Roles

Team Leader

Activates the emergency response plan; coordinates all recovery activities; consults with and supervises all members of the emergency response team; establishes and coordinates an internal communications network; and reports to the director or governing body, as appropriate.

Administrator/Supplies Coordinator

Tracks personnel working on recovery; maintains in-house disaster response supplies; orders/coordinates supplies, equipment, and services with other team members; authorizes expenditures; deals with insurance company.

Collections Recovery Specialist

Keeps up to date on collections recovery procedures; decides on overall recovery/rehabilitation strategies; coordinates with administrator regarding collections-related services/supplies/equipment, such as freezing and vacuum freeze-drying services; trains staff and workers in recovery and handling methods.

Subject Specialists/Department Heads

Assess damage to the collections under their jurisdictions; decide what will be discarded and what will be salvaged; assign salvage priorities among collections

Work Crew Coordinator

Coordinates the day-to-day recovery work of library staff and volunteers to maintain an effective workflow; arranges for food, drink, and rest for staff, volunteers, and other workers.

Technology Coordinator

Assesses damage to technology systems, such as hardware, software, and telecommunications; decides on recovery/rehabilitation strategies; sets priorities for recovery; coordinates with administrator for external services/supplies/equipment related to technology.

Building Recovery Coordinator

Assesses damage to the building and systems; decides on recovery/rehabilitation strategies for the building; coordinates with administrator for external services/supplies/equipment related to building recovery.

Security Coordinator

Maintains security of collections, building, and property during response and recovery; oversees response to medical emergencies.

Public Relations Coordinator

Coordinates all publicity and public relations, including communication with the media and the public.

Documentation Coordinator

Maintains a list of the priorities for recovery; keeps a written record of all decisions; maintains a written and photographic record of all damaged materials for insurance and other purposes; tracks collections as they are moved during salvage and treatment.