

# RESPONSIBILITIES CHECKLIST

## Director

- Activate plan.
- Serve as liaison between administration and staff.
- Work with consultants, drying company and insurance company.
- Allocate emergency funds.

## Team Leader

- Coordinate response and recovery effort.
- Assign jobs to volunteers.
- Coordinate shifts and job rotation.
- Provide update of status to director and staff.

## Team Members

- Lead response and recovery efforts as directed.
- Train volunteers.
- Locate additional supplies.
- Provide update of status to team leader.

## Security & Facilities/Building Management

- Notify director and disaster response team of disaster situation.
- Identify location of disaster or alarm.
- Board up broken windows and doors; help clean up water.
- Provide extra security as needed.

## Communications/Public Information Officer

- Communicate with the media.
- Provide information for release to vendors, customers, and staff.
- Start positive media campaign.

## Consultants

- Recommend appropriate treatments and procedures.
- Coordinate response and recovery efforts as directed.
- Locate supplies and services as required.

## **Drying Companies**

- ❑ Recover all damaged materials, furnishings, and building structure within their ability.
- ❑ Provide the best treatment and quality control possible.
- ❑ Inventory and return items in the best possible condition.