Overcoming Inertia: Developing and Maintaining a Written Disaster Plan

Step 1: Designate Coordinator and Assemble a team: who does what

Step 2: Introduce planning team to Goals for the Planning Process
Preparedness Team

- Communication
  - Establish calls to keep teams working well where there is overlap
- Facilities Coordinator
  - Who maintains the structure? Work with them to decide what you need
- Coordinator
  - Key member of the team; keeps the plan up-to-date and arranges for ongoing training
- Procurement (5555)
  - Sources of supply, food, materials, equipment
- Security
  - Who will secure the building, what is the assessment team to work, location of keys, PPE, food, water? If necessary
- Information Manager
  - Anything hard-copy related, all site copies of everything, computer backup schedules

Response Team

- Coordinator
  -梳理流程，创建派，争取让所有员工知道他们在做什么
- Buildings and Grounds
  - Property damage assessment to prioritize emergency procedures (5555)
- Communications
  - Property damage assessment to prioritize emergency procedures (5555)
- Money
  - Money and financial considerations for employees, headcount, personnel
- Safety and Welfare
  - Establishing location of emergency contact, supplies (food)
- Collections
  - Establish the process, special management week
- Recording
  - Begin on Monday, take notes, management of collections etc.
- Information management
  - Daily reports around 9:00 AM, provide data on aspects of the salvage (5555)

Salvage Team

- Coordinator
  - Determines salvage priorities and techniques
- Sorting
  - Analyze how to identify the problem and determine a treatment
- Recording
  - Written and visual tracking of what is going on and what is going where
- Packing
  - Manages the workflow, gets collections ready for move to triage, storage or transport
- Procurement (5555)
  - Arrange for supplies and makes certain you can pay for them
- Information/Recap
  - Provides access to computerized records you will need including vital operating record, collection information, staff information
Step 3: External Support (homework)

Step 4: Establish goals and timetable

Step 5: Identify tasks and specialized staff
Step 6: Determine and Rank Hazards

Step 7: Assess Prevention and Protection Needs
(what is your biggest problem)

Step 8: Identify needed supplies and develop a budget
Step 9: Review insurance coverage, limitations

Step 10: Write the plan!!!!

Step 11: Distribute the Plan(s)
Step 13: Test the Plan and Revise if needed

Step 14: Assess and Document the Process

Step 15: Update the plan(s) regularly