

*Overcoming Inertia: Developing  
and Maintaining a Written  
Disaster Plan*

---

---

---

---

---

---

---

---

1

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

---

---

---

---

---

---

---

---

2

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

---

---

---

---

---

---

---

---

3

### Preparedness Team

- **Communication**
  - Telephone lists, are teams working well where there is overlap
- **Facilities Coordinator**
  - Who maintains the structure now? Work with him/her to rectify what you have identified
- **Coordinator**
  - Key member of the team; keeps the plan up to date and arranges for on-going training
- **Procurement (\$\$\$\$)**
  - Stockpiles of supplies, food, maintains inventories
- **Security Issues**
  - Who gets into the building, how the assessment team will work, location of keys, PPE, food, port-o-lets if necessary
- **Information Manager**
  - Anything data and computer related; off-site copies of everything; computer back-up schedules

---

---

---

---

---

---

---

---

4

### Response Team

- **Coordinator**
  - Assess threat, initiates plan, assigns the staff, makes certain that it is working
- **Buildings and Grounds**
  - Initial damage assessment to structure; emergency shutdown of utilities
- **Communication**
  - Internal: emergency contact with staff, other organizations
  - External: media, insurance company, vendors
- **Money**
  - Secures and authorized expenditures; staff time, food, recovery personnel
- **Safety and Welfare**
  - Establishes location of first aid station, bathroom, schedules breaks
- **Collections**
  - Knows the priorities, special salvage needs
- **Recording:**
  - Event chronology, time sheets, movement of collections, etc.
- **Information management**
  - Data recovery center if needed; provides data to all aspects of the salvage operation

---

---

---

---

---

---

---

---

5

### Salvage Team

- **Coordinator**
  - Determines salvage priorities and techniques
- **Sorting**
  - Know 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 (\$\$\$\$)**
  - Arranges for supplies and makes certain you can pay for them
- **Information Recovery**
  - Provides access to computerized records you will need including vital operating record, collection information, staff information

---

---

---

---

---

---

---

---

6

Step 3: External Support  
(homework)

---

---

---

---

---

---

---

---

7

Step 4: Establish goals and timetable

---

---

---

---

---

---

---

---

8

Step 5: Identify tasks and  
specialized staff

---

---

---

---

---

---

---

---

9

Step 6: Determine and Rank Hazards

---

---

---

---

---

---

---

---

10

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

---

---

---

---

---

---

---

---

11

Step 8: Identify needed supplies and develop a budget

---

---

---

---

---

---

---

---

12

Step 9: Review insurance coverage, limitations

---

---

---

---

---

---

---

---

13

Step 10: Write the plan!!!!

---

---

---

---

---

---

---

---

14

Step 11: Distribute the Plan(s)

---

---

---

---

---

---

---

---

15

Step 13: Test the Plan and Revise if needed

---

---

---

---

---

---

---

---

16

Step 14: Assess and Document the Process

---

---

---

---

---

---

---

---

17

Step 15: Update the plan (s) regularly

---

---

---

---

---

---

---

---

18