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