

- Emergency Response Team
Revised 23/09/2011

Emergency Leader:

Takes overall charge of emergency situation.

- Decides if emergency can safely be handled in-house, or if professional response is required.
- Liaises with Fire, Police and Medical services.
- Summons Emergency team.
- Establishes Emergency Command Post if required.
- Up-dates emergency plan on a yearly basis (or more often, if required).

Assistant Emergency Leader:

- Often the Curator or Director
- Assists Emergency leader in decision making.
- Acts as information officer.
- Orders necessary supplies and services. (e.g. portable toilets, generators.)
- Documents situation and response (relays it to recorder).
- Schedules staff.
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Volunteer Coordinator:

- Coordinates scheduling of volunteers.
- Organizes refreshments and breaks for recovery team.
- Relays information to the recorder.

Recovery Coordinator:

- Often a conservator or museum technician.
- Maintains emergency supply inventory.
- Advises emergency leader on extent of damage, suggested recovery response and priorities of action.
- Establishes recovery area.
- Marshals and directs recovery operations.
- Contacts outside agencies if required (e.g. Canadian Conservation Institute, commercial disaster recovery firms, etc.)
- Relays information to recorder

Recorder:

- Receives information from all of the above.
- Records extent of damage, recommended procedures, service and supply requirements, contacts with external agencies, etc.
- Writes report following emergency.