

A deliberate force in a stormy industry:



Emergency & Recovery Assignments Form

This form provides a core list of emergency and recovery assignments to assist the Management Team in expeditiously delegating duties to Team Members in the event of an impending emergency. This is not meant to be a hard and fast list of to-do items, for the very nature of emergencies often trigger unforeseen variables that must be met with on-the-fly flexibility. Managers and their designated Team Leaders should therefore use this assignment form to guide them as they delegate responsibilities according to the emergency at hand and as applicable to their areas of authority. Assignments may be added, as necessary.

Manager's Name: _____ Manager's Department: _____
Today's Date: _____ Event: _____

Emergency Assignment Table:

Emergency/Recovery Assignment	Description of Assignment	Team Member(s) Working on Assignment
Develop Scheduling	Develop emergency work schedule for your Team. Coordinate schedule with other Team Leaders. Consult with Senior Management.	
Deliver Notifications	Notify who must report to duty and who will be relieved from duty. Provide updates, as necessary.	
Update Company Emergency Management Forms	Review and update company Employee Roster & Notification Form, Critical Company Contacts Form, and Emergency Contacts Form. Consult Management before making changes to forms.	
Disseminate Written Information	Post Emergency Management information in work area. Distribute up-to-date company forms, and all other Emergency Management forms	
Evaluate Structure – Pre-Event	DAT Team: Evaluate structure for physical and security-related vulnerabilities. Identify problem areas and work with Management to oversee the correction of these conditions.	
Evaluate Structure – Post-Event	DAT Team: Evaluate structure after the event using the Damage Assessment Form.	

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Emergency Assignment Table (continued):

Emergency Assignment	Description of Assignment	Team Member(s) Working on Assignment
Stock Company Emergency Supplies	Assemble and/or update company emergency supplies and kits for your work area at the office or facility, or in the field. Use company labels as needed. Coordinate with purchaser of emergency supplies. Re-stock supplies after recovery effort. See also Purchase Emergency Supplies assignment & Company Emergency Supply Guide.	
Prepare Emergency & Recovery Equipment	Inspect generators and chain saws for overall operating condition. Inspect chains on saws. Have supplies of gasoline and chain oil. See also Purchase Emergency Supplies assignment & Company Emergency Supply Guide.	
Advise on Personal Emergency Supply Kits	Advise Team Members who need assistance on assembling their Personal Emergency Supply Kits. Each Team Member should have a copy of the Personal Emergency Supply Kit Guide. Each Team Member is responsible for purchasing supplies for his or her Personal Emergency Supply Kit.	
Secure Sensitive Data	Identify confidential and other sensitive company data. Back up information, make hard copies, store off-site, as necessary. Always consult Senior Management prior to handling any sensitive data. See Special Arrangements Form.	
Secure Other Data	Remove hard copy files to higher locations. Copy vital company documents and store off-site, as directed. Back up pertinent computerized files and store off-site, as directed. Label boxed files. Return files to their original locations after recovery effort.	
Protect Office & Shop Equipment	Protect interior office/shop equipment from harm. Move from windows/exterior walls; cover. Unplug from power sources, as necessary. Return equipment to original location after recovery effort. See Special Arrangements Form.	