

Disaster Control Template - Planning

Template 6 - Disaster response team

In the event of an incident, this team will be responsible for managing the response so it is important to have people identified for this and they should be clear about their roles.

Role	Responsibilities	Name	Contact Information
Disaster control plan coordinator	Oversee the co-ordination of the entire incident. Liaise with external services (including emergency services, insurers etc.) and ensure communication between all other members of team. If no specific individual in charge of PR then also manage liaison with media and interested external parties. In the event of small incidents the coordinator will decide the level of response necessary.		
Disaster reaction manager	Supervise initial response to the discovery of a disaster, ensure the building is made safe and Health and Safety procedures are followed, including the correct use of personal protective equipment. Organise the logistical support for the disaster response team and ensure that the site is secure.		
Disaster recovery manager	In charge of salvage (or evacuation) operation. This involves prioritising objects to be moved and ensuring they are documented thoroughly and treated correctly.		
Disaster reaction and recovery team members	Everyone in the team should be fully briefed on what will be required of them in the event of a disaster.		



Beaufort House, Brunswick Road,
Gloucester GL1 1JZ

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