Inter-university Consortium for Political and Social Research

Disaster Planning Training Plan

Purpose
Training is a core component of the disaster planning program at ICPSR. This document defines the training approach adopted by ICPSR to support our disaster planning program. The training plan supplements the ICPSR Disaster Planning Policy Framework.

Scope
The disaster planning training at ICPSR provides information on the different types of training needed to address the levels of responsibility for disaster planning at ICPSR. The training program supports internal ICPSR training needs to inform all employees of required information and procedures to follow in the event of an emergency that affects only ICPSR, although the training provides general information and knowledge on disaster planning, response actions, and general business recovery efforts. ICPSR staff also participate, as appropriate, in relevant training provided by ISR or the University of Michigan to address procedures at those levels.

Roles and Responsibilities
These are the core roles in disaster planning training at ICPSR:

- **External Disaster Planning Coordinators:** Disaster planning staff and units at ISR and the University of Michigan are responsible for scheduling and providing appropriate training for disaster planning coordinators at all levels within the University, including at ICPSR.
- **ICPSR Disaster Planning Committee:** The committee is responsible for ensuring that adequate training is provided for all staff, current and future, and for initiating at least one small-scale or large-scale training exercise per year to test and review the disaster planning program.
- **Human Resources at ICPSR:** The Human Resources Director at ICPSR, with the Professional Development and Training Committee, is responsible for defining, scheduling, and providing internal training and for identifying external training opportunities.
- **Managers and Supervisors at ICPSR:** All ICPSR managers and supervisors are responsible for participating in disaster planning training, including disaster planning training in professional development plans, for ensuring that employees who report to them attend disaster planning training, and for ensuring that all staff are aware of disaster planning updates and developments.
- **Potential Members of ad hoc ICPSR Disaster Response Teams:** All potential members of ad hoc disaster response teams, as defined in Disaster Planning Roles and Responsibilities at ICPSR, are responsible for participating in any training programs that will enable them to be prepared in the event of an emergency.

Training Plan
The training plan is in support of the three levels of responsibility for disaster planning at ICPSR:

**Disaster Planning Committee:** Training for the Disaster Planning Committee focuses on ensuring a knowledgeable and informed planning team in support of their responsibilities to maintain, update, and extend disaster planning documents and initiate periodic audits and tests as specified in the Disaster Planning at ICPSR: Short-term Action Plan. The committee members should be aware of the status of disaster planning efforts at ICPSR and of developments and improvements in disaster planning approaches in any relevant context. Members of the committee and of the ICPSR staff will identify and review books, articles, and updates on disaster planning, monitor online resources such as listservs and Web sites relating to disaster planning, and participate in formal disaster planning training at ICPSR and elsewhere. Examples of lessons learned in responding to emer-
Emergency situations at ICPSR and at other organizations will be incorporated into training for the committee. This combination of content will ensure that committee members are prepared to assess the nature and level of emergencies that occur and to make informed decisions in convening an appropriate disaster response team.

**Ad hoc Disaster Response Team:** Each instance of the Disaster Response Team will reflect the requirements of a specific emergency situation, including the necessary and available staff members to respond appropriately. Therefore, training for the Disaster Response Team focuses on creating an effective approach to detect and declare a disaster, to assess emergencies and convene an appropriate team to respond, and to supervise a recovery effort as outlined in the Disaster Plan. Specific training will be provided in first response measures and procedures for recognizing and dealing with any disaster site hazards. The fundamental goals of training are to familiarize the team with all elements of disaster planning at ICPSR and to give potential team members experience in working together as a team. Participation in annual disaster planning exercises to test responses to a variety of emergency situations is a key training element for the Disaster Response Team.

**ICPSR Staff:** Training for all staff members acknowledges that any member of staff may be the first line of defense against disasters. Staff members need an overall awareness and understanding of the disaster planning program and access to essential information to react to emergencies they may detect. Staff training will provide information and knowledge to recognize that there is a problem, know how to respond, and know whom to call in keeping with disaster planning at ICPSR and the ICPSR Crisis Communication Plan.

**Maintenance and Evaluation**

The training coordinators at ICPSR, Human Resources, and the Professional Development and Training Committee will evaluate each internal and external disaster planning training offering within the context of the overall training plan to ensure that all staff members receive appropriate levels of training, that internal and external disaster planning updates are incorporated into training materials, and that training schedules are sufficient to meet the needs of current and future staff. The ICPSR Disaster Training Plan will be reviewed annually to ensure that the training program is accurately maintained.

**Resources**

Key resources cited or used for the training plan include:

- **Disaster Planning Training: Outline**, prepared by Digital Preservation Assistant, Lance Stuchell, during a summer 2008 internship with the digital preservation team at ICPSR and revised in developing the ICPSR Disaster Planning Training Plan.
- **ICPSR Crisis Communication Plan**, March 2009.