1   # RPG Functional Reliability: Personnel Backups v3

2   **FINAL DRAFT 02/23/22**

3   **1.   Need for backups**: The most basic factor affecting RPG's ability to provide
4   emergency response is the availability of someone to fulfill the role of coordinator.
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6   With the exception of wildfires, most emergencies occur with little or no advance
7   notice. During the daytime and evenings, coordinators may be away from their
8   homes, either on or off campus, without their radios and other emergency gear.
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10   Procedures to avoid or to resolve problems caused by the primary coordinator's
11   inability to respond are discussed below.
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13   1.1 Long term absence, planned or unplanned (vacation, illness, etc.). Designated
14   backup needed.
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16   1.2 Planned short term absence (at least overnight, but no longer than a few days).
17   Notify other Coordinators (and backups, if any) in Area or Building.
18
19   1.3 Unplanned short-term absence. A procedure for responsibility reassignment is
20   needed, including activation of group or individual backup, if any. This should be
21   devised by the team of coordinators involved, with external assistance if needed
22   and available.

23   **2.   Coordinator position backups**: The differences in job responsibility between
24   Area/Bldg and Nbrd/Floor Coordinators creates a greater need for replacing Area
25   Coordinators, who are essential for local net operations and communication with RVM
26   via the RPG Terrace Radio Room (TRR).
27
28   2.1 Backup possibilities for Area/Bldg Coordinators include:

29   2.1.1 Specific individuals recruited and trained as Area/Bldg Coordinator backup for a
30   specific building or cottage Area;

31   2.1.2 A Nbrd/Floor Coordinator with overall knowledge of the Area/Bldg in which they
32   will serve as backup, as well as having the training and skills needed to perform
33   Area/Bldg Coordinator responsibilities.

34   2.2 Backups for Neighborhood or Floor Coordinators might include;

35   2.2.1   Specific individuals recruited and trained as Coordinator backups, either for a
36   specific floor/neighborhood, or for assignment as needed within an Area or Building.

37   2.2.2   A system for assigning available coordinators to cover a second
38   neighborhood/floor after completing their primary assignment.

39   2.2.3   Area/Bldg Coordinators should be able to perform the duties of missing local
40   coordinators in cases of urgent need.

41   **3.   Responsibility assignments**: An effective backup plan requires a
42   communication protocol for reassigning responsibilities among available Coordinator
43   personnel, for calling up any available backups, and for reincorporating absent
44   Coordinators when they return. These plans should include:

45   3.1 Digitized emergency notification lists and registration in One Call Now for all
46   identified backups;

47   3.2 Encouragement for coordinators and backups to have their mobile phones
48   available whenever practicable;

49   3.3 An action plan (e.g., telephone tree) for notifying and assigning backups when
50   Local Coordinators are unavailable

51   3.4 An action plan for each Area/Bldg in the event that a recognized Incident or
52   emergency occurs when an Area Coordinator is not available;

53   3.5 Area Coordinators should take responsibility for storing or transferring radios and
54   vests if it is not handled directly between coordinators and their backups.

55   3.6 Visits to new residents and the semi-annual Readiness Refresher (October and
56   April) events should be used to make sure that residents are acquainted with
57   potential backups, and to identify additional people willing and able to contribute to
58   RPG efforts. A backup can be an ideal entry-level position.