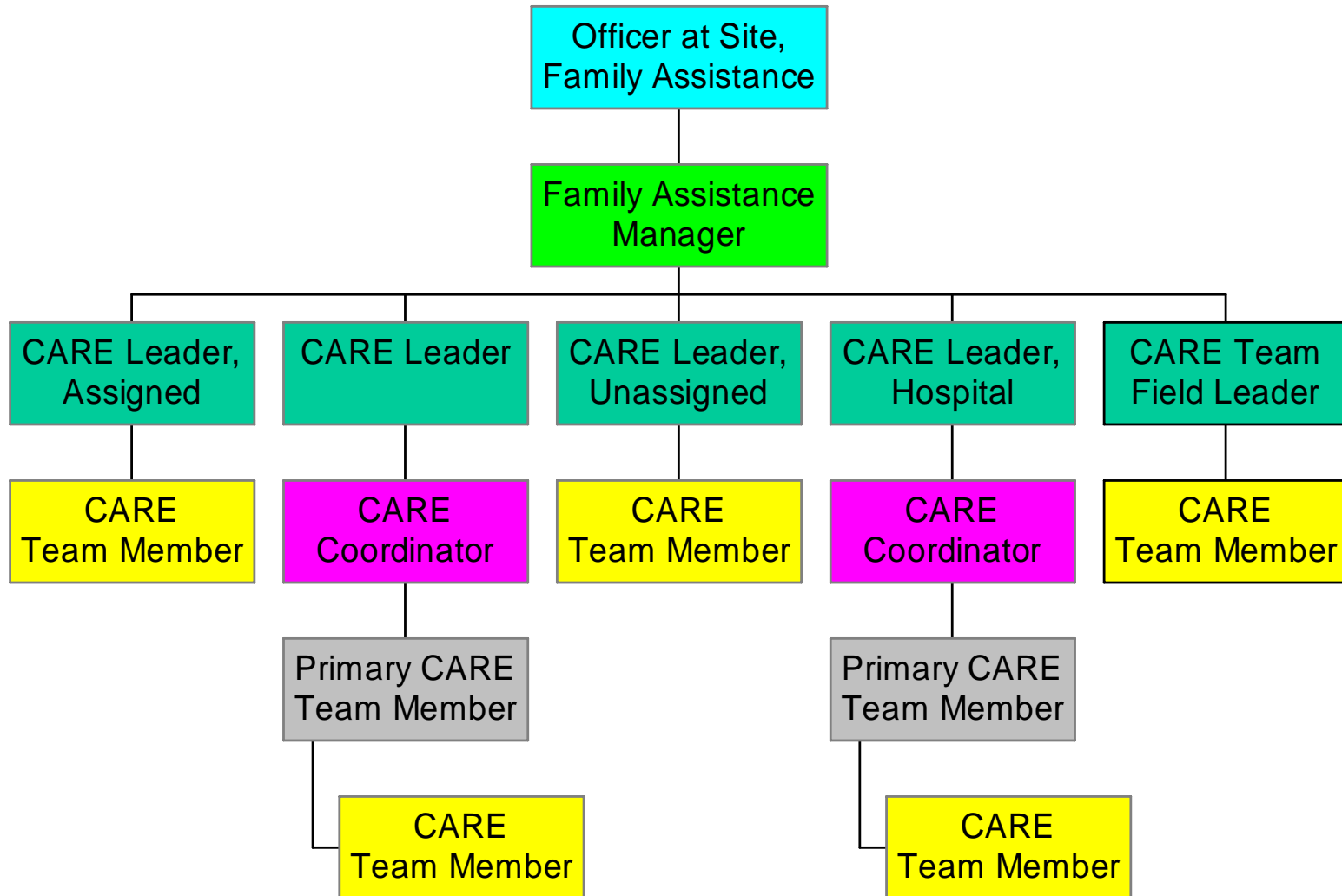


Positions

Site Organization Chart



Positions

CARE Team Member (CTM)

Family Assignment

Works directly with families to ensure immediate, basic needs are met. The number of CTM's assigned to a family is based on the family size and needs of that family.

* Reports to a Coordinator

Administrative

Any number of duties, including, but not limited to, those described on slide 16

* Reports to a CARE Leader

Positions

Primary CARE Team Member (PCTM)

Family Assignment

- ✓ One PCTM is assigned per family
- ✓ Track information and finances
- ✓ A resource for CTMs but not necessarily work as closely with families

* **Reports to a Coordinator**

Positions

CARE Team Coordinator

Family Assignment

- ✓ Responsible for one to five families based on family size
- ✓ Feed information to PCTMs
- ✓ Track needs and ensure well being of team members
- ✓ Acts as a liaison between CARE Leaders and CTMs for all necessary information
- ✓ Attends daily family briefings and passes this information on to CTMs (and families if necessary)

* Reports to a CARE Leader

Positions

CARE Leader

- ✓ Oversees and coordinates the CARE Team effort
 - ✓ Feed information to coordinators from the different areas of the response
 - ✓ Ensure well being of responders
 - ✓ Eyes and ears of the response for the Family Assistance Manager
 - ✓ Approximately 25-30 CARE Leaders
- * Reports to Family Assistance Desk if in Seattle or Family Assistance Manager at site

Positions

CARE Leader, Assigned

- ✓ Oversees and coordinates the Activation Center
 - ✓ Center is in Gold Coast Building
 - ✓ Room 109 – Activation Room
 - ✓ 2nd Floor Training Room – CARE Command Center
 - ✓ 2-4 CARE Leaders run this area
- * Reports to Family Assistance Manager

Positions

CARE Leader, Unassigned

- ✓ Oversees and coordinates the Mobilization Room
- ✓ Room is at Site
 - ✓ Room will look identical to the Activation Room
 - ✓ Used for assignments to those already at site
- ✓ Feed information to CTMs awaiting assignment
- ✓ 2-3 CARE Leaders run this area

* Reports to Family Assistance Manager

Positions

CARE Leader, Hospital

If there are survivors taken to hospitals:

- ✓ Go to hospital
- ✓ Coordinate any needs from the hospital
- ✓ Work with American Red Cross
- ✓ Coordinate with Risk Management on survivor bills
- ✓ One CARE Leader assigned per hospital w/ survivor

* Reports to Family Assistance Manager

Positions

CARE Team Field Leader

- ✓ Direct all related activities at the Family Assistance Center
- ✓ Coordinate with the NTSB Family Affairs staff
 - ✓ Ensure that responders area is getting all necessary information to give to family members
 - ✓ Work the FEI Behavioral Health
 - ✓ Pass information to ECC

* Reports to Family Assistance Manager

Positions

CARE Family Assistance Mgr

- ✓ Responsible for coordination of all CARE Team activities at site

- * Reports to Officer at Site, Family Assistance
 - Alaska – Jeff Butler
 - Horizon – Andy Schneider