If ever in doubt as to the correct course of action in any situation, contact DRC directors in ample time for appropriate action to be taken.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email Address</th>
<th>Area of Focus Purpose of Contacting</th>
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360D Dupont Hall | Research Focus: Impact of natural hazards on physical infrastructure and asset management |
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Contact with questions about DISA.
<table>
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<tr>
<th>Name</th>
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</tr>
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</table>
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Revised by CPW 2021.01.19
Welcome to DRC

This handbook is intended to serve as a resource for the Disaster Research Center's faculty, staff, graduate students, and undergraduate students. The handbook sets out expectations, rights, policies, and procedures to help the Center function in a collegial and efficient manner while supporting good science. The development of this handbook was identified as specific action item in the December 2007 strategic plan. The handbook is intended to be a living document that will continually evolve and change in response to the changing environment within which the Center functions, and the needs and contributions of the participants in the Center.

Mission

The Disaster Research Center is committed to advancing the state of the art in disaster research and scientifically guided practice; educating the next generation of disaster science scholars and informed practitioners in the fields of disaster recovery, response, and preparedness; and creating, gathering, and disseminating disaster knowledge in a dynamic and responsive way.

Vision

To be the leader in advancing disaster knowledge, through multi-disciplinary research, that contributes to solving complex social problems related to disasters.

History

The Disaster Research Center was established in 1963 and now, over fifty-five years later, DRC continues to celebrate success in research, training and service to the disaster community. DRC was established at The Ohio State University in 1963 by Professors E.L. Quarantelli, Russell Dynes and J. Eugene Haas and moved to its current location at the University of Delaware in 1985. The Center was the first in the world devoted to the social scientific study of disasters.

Historically, DRC has conducted field interviews and extensive research projects on group, organizational, and community preparation for, response to, and recovery from a broad range of disasters and other community-wide crises.

While much of the research at DRC has been interdisciplinary throughout its existence, DRC builds on and maintains its foundation in social science while broadening its activities to embrace more explicitly interdisciplinary, multidisciplinary and cross disciplinary research. All DRC research is intended to yield both basic scientific knowledge on disasters and information that can be applied to develop more effective plans and policies to reduce disaster impacts.

For more information about DRC’s early history, check out this first-hand account written by DRC founder E.L. Quarantelli: DRC Early History.
Structural Position in the University

The Disaster Research Center is an interdisciplinary research unit in the College of Arts and Sciences. The E.L. Quarantelli Resource Collection is housed within DRC. DRC does not presently hire faculty or award degrees. These are currently the purview of academic units. DRC has well defined affiliations with the interdisciplinary graduate program in Disaster Science and Management (an academic program in the School of Public Policy and Administration) as well as the Biden School of Public Policy and Administration, the Departments of Sociology and Criminal Justice, Anthropology, Geography, Epidemiology, and Civil and Environmental Engineering.
Personnel

Roles, Rights & Responsibilities

All members of the DRC community are expected to comport themselves in a way that reflects favorably on them, DRC, and the University. This mandate includes but is not limited to inappropriate behavior as described in the University’s Policy against Unlawful Harassment and the code of conduct regarding University Research. Review the University of Delaware Policies and Procedures Manual for more information.

Professional behavior includes being respectful of other people’s time (such as coming to meetings on time) and project deadlines, interactions based on collaboration not competition, and communication of new knowledge and discovery.

Directors

DRC directors show a strong appreciation for DRC’s history, while at the same time offering a vision to lead the Center’s increasingly multi-disciplinary efforts. The directors manage Center operations, supervise staff that includes graduate research assistants and undergraduates, mentor core faculty, seek out opportunities for Center members, represent DRC with funding agencies and other constituencies, advocate for DRC within the institution, seek external research and Center support, and coordinate efforts related to the University’s disaster-related academic programs. Because DRC core faculty members have appointments in a range of departments across campus, DRC directors also work actively to foster ties with other units. The directors engage in ambitious collaborative research and lead efforts to expand campus-wide participation in the Center.
The Assistant Director of Archives and Collections oversees all functions of the E.L. Quarantelli Resource Collection including, but not limited to, collection development, circulation, reference services and collection preservation. The assistant director will provide critical research support to both DRC personnel and to outside researchers.

Core Faculty

DRC core faculty members are immersed in the operations, decision making and activities of the Center. They are expected to actively promote DRC in their work and engagement. They teach related courses, administer their grants through the Center as principal investigators, and represent and promote DRC at conferences, meetings and events. These faculty members engage their graduate research assistants in DRC activities and, when appropriate and available, faculty have offices at DRC. DRC core faculty members demonstrate a consistent commitment to DRC through the investment of time in research and education related to disasters, and participation in collaborative activities. Core faculty members represent a range of disciplinary backgrounds.

New core faculty members are appointed based on the consensus of the existing core faculty. The core faculty designation will be reviewed for reappointment by the director every three years or as needed.

Affiliated Faculty

DRC affiliated faculty members are UD faculty who are interested in research, education and outreach related to disasters. They demonstrate a growing and sustained involvement and commitment to DRC. They are expected to increasingly promote DRC in their work and engagement. Affiliated faculty may participate in many of the activities of DRC, including grant administration through the Center; using the Resource Collection; participating in DRC research proposals, projects or other collaborations; serving as guest lecturers in disaster-related classes; serving on disaster-related thesis committees; advising graduate students with an interest in disaster research; or submitting papers to and reviewing papers for the Resource Collection.

New affiliated faculty members are appointed with the consensus of the existing core faculty members. The appointment will be reassessed by the director every three years, or as needed, based on the faculty member’s continued participation in the above activities.

Faculty Emeriti

DRC emeriti faculty members are core faculty who have retired from UD and have an interest in maintaining an affiliation with the Center. Emeriti faculty may continue to have full or shared office space at the Center should they continue to contribute to DRC’s mission and provided space is available and university policies will allow for it. They demonstrate some level of involvement and commitment to DRC, dependent on their circumstances in their retirement. Emeriti faculty may participate in many of the activities of DRC, such as serving as guest lecturers in disaster-related classes; serving on disaster-related thesis committees; submitting papers to the Resource Collection and through the DRC portal; and attending faculty meetings (but may not vote). They may participate on DRC research proposals, so long as another UD faculty member is PI or CoPI on the grant. They are expected to promote DRC in their work and engagement, as appropriate given their activities in retirement. They may also retain their privileges with the Resource Collection.
Emeriti faculty members are appointed at the discretion of the director. The appointment will be reassessed as needed based on the faculty member’s continued participation in the above activities.

**Administrative Staff**

**Business Administrator**

The Business Administrator manages daily operations at the Center including management of the Center’s financial status. The Business Administrator is the grants and contract administrator responsible for pre-award submission of grant proposals to sponsors through grant management during the term of the award and post award administration; analyzes, projects and monitors expenses and accounts; and prepares financial reports for directors and the principal investigators. The Business Administrator is the Human Resources (HR) Liaison responsible for processing paperwork for new hires and processing of HR forms, e.g., JED’s, S-Contracts, graduate contracts, and non-contract forms for existing personnel. The Business Administrator manages purchasing cards and monitors and allocates expenses. The Business Administrator, as circumstances permit, will identify, apply for and manage external funding opportunities and perform other duties as needed including assisting faculty and graduates with travel; assisting foreign visitors with visa processing and housing; coordinating conferences, meetings, and lecture series; and supervising administrative staff. As a recognized grant administrator at the University of Delaware, the Business Administrator is expected to ensure that all expenditures for sponsored or locally supported projects are appropriate, permitted and properly allocated.

**Administrative Assistant**

The Administrative Assistant provides administrative program support for the Disaster Science and Management Program; coordinates with the Graduate Services Coordinator in the Biden School of Public Policy and Administration; and coordinates course scheduling, registration, application processing, class lists, seminars, rosters, internships and/or student advisement with the Administrative Coordinator in the Biden School of Public Policy and Administration. The Administrative Assistant is the contact person for undergraduate hires, processes bi-weekly payroll, maintains work schedule and assist with recruiting of miscellaneous wage student workers. In addition, the Administrative Assistant handles logistics for special events such as conferences, lectures or workshops; assists faculty and staff with travel arrangements; screens callers, visitors and mail; orders office supplies and maintains inventory; and performs other related duties as assigned.

**Funded Research Staff**

**Research Scientists**

Under the direction of the director or PI as appropriate, research scientists have a broad impact, internally and externally, on research and funding success of the Center. Principal areas of responsibility include conducting independent as well as collaborative research with faculty, visiting professionals and students; providing leadership and/or program management for special tasks and efforts that may include supervising research assistants and coordinating activities with visiting scholars, graduate and undergraduate students; and soliciting external funding in order to establish and maintain a strong research program as well as develop and initiate new areas of research. Research scientists promote the Center’s role as an educational leader through seminars, publications, and other professional activities.
**Postdoctoral Researchers**

Postdoctoral researchers are responsible for the management, development and implementation of awards in coordination with principal investigators. The post-doctoral researchers also participate in the development of research proposals and assist in writing reports or articles related to research activities. They work with, supervise and provide mentorship to the graduate and undergraduate students. It is also expected that post-doctoral researchers actively participate in the development of research papers that result in presentations in professional/scientific conferences and publications in peer-reviewed journals. They coordinate and/or participate in a number of administrative and other types of activities and tasks related to the project(s), as determined by the principal investigator.

**Limited-Term Researchers**

Limited-term researchers assist principal investigators with management, coordination and development of awards. Limited-term researchers participate in development of proposals, writing reports or articles related to project activities. They develop research papers that result in presentations at professional/scientific conferences and publications in peer-reviewed journals. Limited-term researchers coordinate and/or participate in a number of administrative and other types of activities and tasks related to the project(s), as determined by the principal investigator.

**Graduate Research Assistants**

DRC graduate research assistants are graduate students who are funded to work at DRC. Research Assistants are required to work 20 hours per week. A research assistantship is part of the educational experience at DRC and is valuable professional preparation.

**JOB RESPONSIBILITIES**

DRC Research Assistants should expect:

- To be assigned a specific project and supervisor.
- Supervisors to monitor academic progress, provide career guidance and demonstrate some flexibility around deadlines associated with coursework.
- Opportunities to participate in field work, as appropriate and as opportunities allow, and to interact with visitors and publish work.
- Opportunities to attend and present at national and international conferences.

DRC Research Assistants are expected to:

- Promote the work of DRC.
- Comport themselves responsibly both within and outside of the Center.
- Participate in project meetings and to actively contribute to the project.
- Participate in Center-wide activities and events
- Use project work as material for class projects and as part of thesis or degree requirements.

Research assistantships are only given to full-time students. As a full-time student and research assistant, you have significant commitments of your time. It is not appropriate to seek or make other employment commitments. International students are explicitly not permitted to seek employment off campus.
RESIGNATION
If at any time you choose to end your employment at the Center, we require one month’s notice. Given the fact that our projects rely on continuous progress we need this time to search for a replacement and to train them to take over for you.

Affiliated Graduate Students

**DRC affiliated graduate students** are students whose research focuses on or is related to disasters. This includes students who are on paid assistantships at DRC as well as those who are not paid employees. Interested students should reach out to a DRC core faculty member or the directors expressing interest in affiliation.

Graduate Student Appraisals: Research Assistants & Affiliates
[https://sites.udel.edu/drc-forms/drc-grad-appraisal/](https://sites.udel.edu/drc-forms/drc-grad-appraisal/)

Each January, DRC graduate research assistants and affiliates participate in an annual appraisal. Students are asked to submit an electronic package to the Business Administrator. The package should include the following:

1. **Narrative**: Half a page, single-spaced is likely appropriate. Anything longer is unnecessary. Newer students may have less to write their first year.
   
   1. Last year’s accomplishments/contribution narrative: A succinct but complete narrative on both how you have contributed to DRC as well as how you have benefited from your involvement at DRC.
   
   2. Future year’s accomplishments/contribution narrative: A succinct but complete narrative on both how you plan to contribute to DRC in the next calendar year, as well as how you hope to benefit from your future involvement at DRC.

2. **Updated CV** (in PDF format): Provide complete information through the end of the last calendar year.
   
   1. This is a great opportunity to add any publications, presentations, fieldwork, or community engagement activities to the DRC portal. [https://sites.udel.edu/drc-forms](https://sites.udel.edu/drc-forms)

3. **Updated High-Resolution photo** (for the website, optional)

4. **Updated Bio** (for the website): Consider if anything has changed. Future employers look at these, but so do people who meet you at conferences. Keeping these updated is important.

The package is due annually by January 31st, although the Business Administrator will, of course, accept them earlier in January.

PURPOSE OF APPRAISAL

First, it gives the directors an opportunity to see what you have been up to and what you hope to accomplish over the course of the next year. The Center has also grown so much over the past decade – particularly as we’ve tried to be more inclusive of students not formally working as research assistants on Center projects – that the directors may not know many of you well or might know you but have an incomplete perception of what you are working on.
It wasn’t that long ago in DRC’s history that DRC core faculty consisted of two people – both of whom were co-directors (plus the retired founding directors) from the same department, and the sole funders of all the projects. DRC students were all in the same department as the co-directors, and there were only a handful of students, all funded by DRC. For most of the Center’s history, there was a time when being a DRC graduate student strictly meant you were working as a research assistant for one of the DRC directors. Meeting with your dissertation chair meant you were meeting with a DRC director. Meeting with the principal investigator meant you were meeting with a DRC director. That is far from the fortunate circumstances we find ourselves in with so many fabulous faculty and affiliated students. Today, we have 12 current and 2 emeritus faculty, representing 6 departments and 5 colleges/schools on campus. We have dozens of affiliated students from as many academic programs. Growth is wonderful, but we also need to be mindful that we know who you are, what your goals are, how you want to contribute to DRC’s mission and what you hope to gain from the experience.

Second, it helps us identify the things that are going well and the things that need to be improved upon. We cannot improve what we do not know about. This gives you an opportunity to share that information with a DRC director, for us to talk about what can be done within the context of the Center, and for us to direct you to other sources if those are better suited to help you contend with challenges you may be facing.

Third, we hope it will help us have a better sense of opportunities we can foster or pass on to you. If we do not know you, or what your goals are, it makes it difficult for us to know that an opportunity might be perfect for you at a particular time.

Finally, we recognize that interests develop and change over graduate school. It may be that a student’s interest is no longer on disasters, or they wish to focus their involvement elsewhere. That is fine, and that student is still welcomed to come see us, participate in events, and so on. They may even still choose to work with us or another core faculty member. But it may mean that the affiliate status is no longer appropriate. Rather than never seeing the student involved in DRC activities, it could be that we determine together that it no longer makes sense for the student to hold a formal affiliation and we be supportive of the student’s goals and activities in other areas. The affiliate status will be renewed each year if that makes sense for all parties involved.

Undergraduate Assistants

**DRC undergraduate assistants** are undergraduate students working on projects at the Disaster Research Center.

**JOB RESPONSIBILITIES**

DRC Undergraduate Assistants are expected to:

- Comport themselves responsibly within and outside of the Center.
- Complete tasks as assigned to the best of their ability every time. Meet deadlines and complete projects in a timely manner.
- Consult and collaborate with project team members.
- Understand the goals of the project and how their assignment helps accomplish those goals.

As undergraduate research assistants develop appropriate and necessary skills, project supervisors will evaluate the complexity of assignments. DRC has no set protocol that limits the types of tasks undergraduates can engage in here at the Center. Students should feel free to
discuss assignments with project supervisors and develop a plan for the types of activities in which they are interested.

HOURS OF EXPECTED WORK

Undergraduate students are expected to work 15-20 hours per week unless other arrangements have been made with the project supervisor or the Administrative Assistant. The minimum length of any shift is two hours from the time the student signs in to the time the student signs out. At the beginning of each semester the project supervisor or his/her appointee will send an email requesting class schedules for the semester and a list of other commitments that would prevent a student from working at any specific time. In addition, they will request a preferred work schedule. Based on this information they will create a set schedule for each student for that semester. The first consideration in adjusting schedules will be to ensure that there are no conflicts with class schedules. After that, adjustments will be based on seniority.

SCHEDULE CHANGES

If, during the course of the semester, a student needs to change the number of work hours assigned (for any reason), they must arrange a meeting with the project supervisor to discuss the reason for the change before adjustments will be made.

DAYS OFF & CALLING IN ABSENT

If, during the course of the semester, a student needs to request time off (for any reason), they are required to send an email with a minimum of one week notice to the Administrative Assistant, graduate assistant, or project supervisor. All days off are unpaid.

SIGN IN LOG

All undergraduate research assistants are required to sign in and out for each shift. Undergraduates students must clock in and clock out via www.udel.edu/udtime. Undergraduates are required to log their time in the DRC Time Report notebook located in the reception area of the office. Supervisors must sign the time reports in the DRC Time Report notebook. Students will only be paid for the time recorded on these sheets. No one other than the student can log in that individual's hours.

Policies & Procedures

DRC Onboarding

When hired, DRC personnel have several items to attend to before beginning work. Documents for review and signature are provided by the Business Administrator in a welcome folder.

For Faculty, Staff & Graduate Research Assistants

1. Complete DRC’s online Biographic Information form: https://sites.udel.edu/drc-forms/bio-form/
2. Review the policies & procedures outlined in this Handbook. Return the signed Statement of Understanding page to the Business Administrator.
3. Review, sign, and return the Photo Release form.
4. Schedule a follow-up meeting with the Business Administrator for Concur (credit card and travel system) training.
5. Complete the required CITI Research Training (https://about.citiprogram.org/). Send completion certificate to Administrative Assistant.
For Graduate Student Affiliates & Interns

1. Complete DRC’s online Biographic Information form: [https://sites.udel.edu/drc-forms/bio-form/](https://sites.udel.edu/drc-forms/bio-form/)
2. Review the policies & procedures outlined in this Handbook. Return the signed Statement of Understanding page to the Business Administrator.
3. Review, sign, and return the Photo Release form.
4. Complete the required CITI Research Training ([https://about.citiprogram.org/](https://about.citiprogram.org/)). Send completion certificate to Administrative Assistant.

For Undergraduate Research Assistants

1. Complete DRC’s online Biographic Information form: [https://sites.udel.edu/drc-forms/bio-form/](https://sites.udel.edu/drc-forms/bio-form/)
2. Review, sign, and return the policy documents found in the Policies Packet
3. Review, sign, and return the Photo Release form.
4. Review the UD Workforce training: [https://www.udel.edu/faculty-staff/human-resources/payroll/udworkforce/training/](https://www.udel.edu/faculty-staff/human-resources/payroll/udworkforce/training/).
5. Complete the required CITI Research Training ([https://about.citiprogram.org/](https://about.citiprogram.org/)). Send completion certificate to Administrative Assistant.

For Visiting Researchers

1. Complete DRC’s online Biographic Information form: [https://sites.udel.edu/drc-forms/bio-form/](https://sites.udel.edu/drc-forms/bio-form/)
2. Review, sign, and return the policy documents found in the Policies Packet
3. Review, sign, and return the Photo Release form.
4. Within the first two weeks, schedule a meeting with one of the DRC directors to set expectations for time spent at DRC.
5. Complete the required CITI Research Training (human subjects) ([https://about.citiprogram.org/](https://about.citiprogram.org/)). Send completion certificate to Administrative Assistant.

DRC By Laws

Faculty & Staff Meetings

DRC directors will hold faculty meetings once a month or as needed during the academic year. Attendees typically include all faculty members, research scientists, and postdoctoral researchers. Agenda items will be solicited from participants and established by the directors. On voting items, only core faculty members have voting privileges. Each core faculty member receives one vote and a majority quorum must be reached for a final decision.

The directors will hold “All Hands Meetings” once per semester or as needed during the academic year. Attendees typically include graduate research assistants, affiliated graduate students, and staff. While agendas may vary, the following topics will be addressed: new student introductions, DRC policy and procedures, the E.L. Quarantelli Collection, and an overview of DRC research projects.

Standing Committee

DRC is a committee of the whole.
DRC Research

Research Administration, Roles, and Responsibilities

Proposal Preparation

Principal Investigators work directly with the DRC Business Administrator to prepare both the internal proposal that is reviewed by the UD Research Office and the external submission. It is best practice to send the Business Administrator the solicitation and general budget requests (at minimum) 1.5 months in advance of the deadline. UD’s Research Office requires 72 hours in advance of the deadline to review the complete proposal before approving it for submission.

Principal Investigator, DRC Core Faculty

- Overall responsibility for programmatic and financial stewardship of award.
- Initiates proposal submission.

Research Administrator, DRC Business Administrator

- Coordinates the proposal process and assists the principal investigator with preparation.
- Acts as liaison between the principal investigator and the Research Office.

Contract & Grant Specialist, UD Research Office

- Provides guidance and interpretation of federal regulations, agency specific requirements, and University policies and procedures.
- Ensures a timely, compliant, and accurate submission of proposal.

Award Management & Monitoring

Principal Investigators and the DRC Business Administrator must adhere to award terms and conditions and ensure that all expenses charged to federal grants are allowable, allocable, and reasonable.

Contract & Grant Specialist, UD Research Office

- Negotiate and accept awards on behalf of the University, including modifications to existing awards.
- Prepare and distribute the notice of award to the Principal Investigator and the Research Administrator.
- Establish speedtype and chartfield setup for projects.
- Process no-cost extensions.

Subaward Specialist, UD Research Office

- Prepare, negotiate, and initiate subaward agreements.
- Prepare, negotiate, and execute subaward modifications.

Principal Investigator, DRC Core Faculty

- Complete and submit technical reports in a timely manner (interim and final).
- Initiate request for budget revisions, no-cost extensions, and cost transfers in accordance with University and federal policy and procedures.
- Review and accept subaward terms and conditions.
- Initiate request to modify subawards.
- Review and approve subaward invoices.
- Manage subaward performance.
Research Administrator, DRC Business Administrator

- Assist principal investigator with budget revision.
- Process cost transfers (JV) in a timely manner, in accordance with University and federal policy and procedures (OMB circular A-21/UG Subpart E).
- Monitor and reconcile expenditures to ensure allowability, allocability and reasonableness.
- Monitor and reconcile balances to ensure spending within budget and to prevent over expenditures.
- Initiate Subaward Purchase Order webform (initial PO and PO Amendment).
- Review, approve and submit subaward invoices for payment.
- Maintain backup documentation related to expenditures within terms and conditions of the award (record retention).
- Monitor, track, and document cost share commitments.
- Initiate purchase order request for approved subaward agreements.
- Review, complete and submit closeout checklist in a timely manner.

COST TRANSFER POLICY

Cost transfers over 90 days of the charge require detailed justification. The Business Administrator reviews all project accounts each month; principal investigators receive a detailed report about their awards on a quarterly basis.

Handling of Sensitive Information

All information gathered by or held by the Disaster Research Center should be considered sensitive information and should be safeguarded by all faculty, staff, and students. While it is impossible to state every situation that might arise, all DRC personnel should think first toward preventing disclosure of information, including project related data, personnel data, drafts of publications and presentations, photographs, and other materials.

DRC directors or the Principal Investigators of projects will determine what information can be publicized and under what conditions, and all personnel should be aware of and comply with human subjects protection requirements of the project they are working on, or of projects from which they are using data, including provisions of informed consent forms. Personnel leaving DRC who desire to continue to use DRC data must enter into a Data Use Agreement that will cover the use, handling, and disposition of any data.

At all times, personnel should be aware of the importance of information security, especially information held electronically, and employ appropriate safeguards such as encryption and ensuring that no sensitive data is stored on non-DRC computers or on easily lost items such as portable drives. Data such as printed copies of transcripts should be locked when you are finished working with it, and no data should be left out on desks or held or displayed where non-DRC personnel may see it.

Human Subjects and Responsible Conduct of Research

All personnel working at DRC - faculty, staff, graduate, and undergraduate students, and visiting scholars - must complete Human Subjects training. Students and others as required by the directors will complete Responsible Conduct of Research training. Human Subjects training must be renewed every 3 years. Visit https://about.citiprogram.org/en/homepage/ for more information. A copy of this certification must be kept on file with the Business Administrator.
Conflict of Interest

The UD Research Office will not process proposals without a current Conflict of Interest Disclosure Form from the PI. Conflict of Interest forms can be found on UD Webforms under the Blank Forms tab. This must be completed each year before you can submit any grant proposals.

Records & Information Management

DRC records and information includes all project files, personnel files, and related data. Personnel and financial information are managed by the Business Administrator. Data and supporting research documentation are managed by the Principal Investigator. Project information moves through two stages: active and inactive. Information becomes inactive one year after the close of the project. At that time, management transfers from the PI to the Assistant Director of Archives and Collections. The assistant director will then process the material for transfer to the University archives.

Travel & Procurement

Quick Response Studies

Quick response trips are necessarily organized in haste. The directors will select graduate research assistants to make DRC-sponsored quick response or reconnaissance trips to affected areas based on active Center involvement, research experience, seniority at DRC, and interest in ongoing or burgeoning research topics that DRC will be pursuing. It is strongly suggested that DRC research assistants keep a current passport as they must be prepared to travel during any time of the year.

Other students, of course, are entirely at liberty to pursue their own research interests, in consultation with their faculty advisers or other faculty, and we will be interested in what you learn. However, students undertaking such independent projects and their faculty advisers must initiate their own application with UD’s Institutional Review Board (www.irbnet.org). Note that projects which do not, at first, appear to involve human subjects can unexpectedly morph into a project that would be covered under Federal regulations contained in 45 CFR 46. Therefore, any student embarking on a research trip should complete the required human subjects training. As a reminder, any student working at DRC, funded on a DRC project, affiliated with DRC or using space at DRC for any reason, must complete that training.

Conference & Workshop Travel

www.sites.udel.edu/drc-forms/travel

DRC personnel presenting research should receive travel funding through the grant on which they work. When travel funds are not available through a grant, modest travel funds are available to Center personnel and DRC affiliated graduate students. Graduate students are expected to also consider academic department and Graduate College sources of student travel funds for non-grant travel.

To qualify for DRC travel funds:

1) The DRC staff member, RA, or affiliated student must be a presenter of a disaster-related paper or poster at a conference, workshop, or symposium.

2) Their name must appear on the agenda, along with their DRC affiliation.
3) They must complete the corresponding DRC Presentation Form (https://sites.udel.edu/drc-forms/pres-pub-field/) after the trip and, if applicable, attach a copy of the presentation, paper, or poster.

When possible, DRC will dedicate a fraction of its discretionary funds to support the presentation of scholarly work at regional, national and international conferences. **Qualifying students will receive up to $750.00 for domestic travel or $1,000.00 for international travel.** The amount of funding will vary from year to year and the Directors will determine what DRC can offer to graduate students and staff who apply for support. If financial constraints preclude travel funds for all who apply, support will be prioritized by:

1) conducting research that is consistent with current initiatives within DRC;
2) presenting research with a graduate student as co-presenter; and
3) professional staff with specific professional development needs.

All travel charged to grants must be approved in advance by the PI. Unapproved travel will not be reimbursed. All travel charged to DRC funds must be approved in advance by the directors. An estimated budget must be included in the request.

**Concur Purchasing & Travel Card**
[www.udel.edu/concur](http://www.udel.edu/concur)

All faculty, staff and funded graduate research assistants receive a University credit card in their name. This card is used only for purchasing goods and services for DRC and to travel. The following policies and procedures apply to use of the UD issued credit card while traveling:

**Pre-Travel: Staff & Students**

1. If your grant is funding your travel, coordinate directly with your PI and skip to step #4.
2. If your grant is not funding your desired travel and you wish to apply for DRC funding, complete the [DRC Travel Funding Request form](https://sites.udel.edu/drc-forms) (DRC forms portal). You will receive an email from DRC’s Business Administrator when a decision is made about your request.
3. Once your **DRC Travel Funding Request** or grant-related travel is approved, initiate a [Concur Travel Request](https://www.concur.com). Concur travel requests are required for all UD staff and students and must be approved prior to departure.
4. Request Header: “Trip details” should include why you are traveling and (if applicable) that you’ve been approved by [DRC/DRC/another dept/Grad. College] for funding up to [$ amount]; and use the “speedtype” DISA412111 unless otherwise instructed.
5. Approval Flow: Change the "direct supervisor approval" to your PI (if grant-related) or to Caroline Wellington (if DRC-funded).
6. When your [Concur Travel Request](https://www.concur.com) is approved, “expense it.” This creates a new **Expense Report** for this trip. One trip per expense report. Both reimbursements and credit card transactions are processed in Concur on the same expense report.
7. The “report header” auto fills from your "request header" when you click “expense it.”
8. If you do not click “expense it” and decide to manually create your expense report, please be sure to “add” your approved travel request to the report.
9. Travel can be booked using [Concur](https://www.concur.com) or directly through the vendor’s website (airlines, hotels, car rental, shuttle services, etc.); please do not use third party booking services including but not limited to Expedia, Priceline, or Orbitz. Should you choose to
do so, you will be personally responsible for any non-refundable fees related to trip changes or cancellation.

**Pre-Travel: Faculty**

1. Travel can be booked using Concur or directly through the vendor’s website (airlines, hotels, car rental, shuttle services, etc.); **please do not use third party booking services** including but not limited to Expedia, Priceline, or Orbitz. Should you choose to do so, you will be personally responsible for any non-refundable fees related to trip changes or cancellation.
2. UD faculty using DRC funds to travel are not required to submit Concur Travel Requests prior to traveling.
3. It is recommended that you create an Expense Report for the trip prior to departure. Input the trip details and your itinerary when populating the report. One trip per expense report.
4. Report Header: “Trip details” should include why you are traveling and whether the travel is related to an active grant or other award. For “speedtype,” search “DISA” to view all DRC purpose codes. Select the relevant code. When in doubt, please use DISA17S000 and DRC’s Business Administrator will adjust the allocations appropriately.

**Post-Travel: All Personnel**

1. In Concur, move trip-related transactions to the corresponding expense report. For out-of-pocket expenses, you will need to manually create a "new expense" on the expense report.
2. Upload receipts to Concur! **All transactions must have a matching, itemized receipt** (for both out-of-pocket and UD card expenses). Discard the original receipt. You can only attach one receipt per transaction and only once the transaction has been moved to an expense report.
   a. For restaurant receipts, please take one picture of both the itemized receipt and the customer copy of the payment with the tip and total clearly noted.
3. It is best practice to submit your completed expense report within 30 days of travel. Please direct any concur-related questions to DRC’s Business Administrator.

**Trip Cancellations**

If your trip is cancelled:

1. Reach out to each vendor for refund. Should the situation merit, ask about "extenuating circumstances" clauses. Be prepared to provide relevant proof related to the cancellation.
2. In interim, attach original receipts to posted transactions. As refunds post, add the refunded transactions to the same expense report as the original expenses.
3. Transactions that do not receive full refunds, will still require payment. Please work with DRC’s Business Administrator on determining who (individual, DRC or another department) will absorb the expense.
   a. Airlines: delay canceling your reservation until right before the departure time. Often, airlines will change refund policies (in our favor) if a widespread event is interrupting travel. **International travel credits should be considered before simply canceling.**
Failure to comply with these policies will result in the revocation of your Travel Card. DRC Travel Policy information and forms can be found on the Travel page of the DRC Forms portal.

**Allowable Expenses:**
www.udel.edu/procurement/travel

University travel regulations serve as a general guideline for what constitutes allowable travel expenses. Allowable expenses include all expenditures that further the mission of a trip. Unallowable expenses include alcohol, traffic tickets and other fines, entertainment other than meals, personal phone calls, and costs associated with replacing luggage that is damaged during travel.

**All transactions must have a matching, itemized receipt** (for both out-of-pocket and UD card expenses). Discard the original receipt. Receipts are not strictly required for purchases under $25.00. Personnel may elect to use federal per diem rates for the area of travel but cannot elect to use the per diem meal rate and use the UD Travel Card for meals.

**DRC Communications**

**Communication Tools**

**DRC Listservs**

DRC maintains three listservs: drc-grads@udel.edu, drc-staff@udel.edu and drc-admin@udel.edu. All contracted DRC graduate research assistants, undergraduate assistants, administrative and research staff and core faculty email addresses are maintained on the DRC-Staff list. All affiliated graduate students are listed on the DRC-Grad list. DRC administrative staff are listed on the DRC-Admin list.

**DRC’s Slack Workspace**

DRC uses Slack for daily communications between faculty, staff and students and for work coordination. I will be inviting all DRC research assistants and any affiliated students who scheduled/attended graduate appraisal meetings earlier this month to join DRC’s workspace.

**Set Up:** You will receive an email invite via Slack from me. Once you've accepted the invitation, you'll be automatically added to a few of DRC’s public channels and to the relevant grant channel (if applicable). Please download Slack to your computer and/or phone.

**Workspace URL:** drc-6618

**Why Use Slack:** Slack replaces back-and-forth email, allows teams to discuss and collaborate in real time, and share not only ideas/information but also actual documents.

**Direct messages (DMs)** are one-to-one conversations between you and another workspace member. **Group direct messages (group DMs)** are smaller discussions, outside of channels, between you and up to eight other members.

**Slack channels** give everyone a shared view of progress and purpose. [Here is an article about "channels."](#)
• Channels provide a shared view of the work being done. With access to the same information, everyone in the channel can work in lockstep, and new members have full context when they join.
  o #public-channels: open for anyone at the Center to join or find in search.
  o #private-channels: only those who are invited can view the channel or find its contents in search.

• As you work in channels, your conversations and files become a searchable archive that gets more useful with time. Find answers, get context and make better decisions without having to chase down people or information.

If you would like a channel created, please send Caroline a slack message.

Connect Apps enhance internal communication and automate all kinds of marvelous or mundane tasks. An app can pipe context and data from tools and services into Slack, letting users get work done faster and smarter.

Check out these apps: G Suite, Zoom, Simple Poll, and more!

UDEL Zoom

All current faculty, staff, and students with a @udel.edu email address have access to Zoom Pro at no cost. Zoom is UD’s centrally supported, easy-to-use desktop and mobile video conferencing platform that works with both MacOS and Windows platforms and has free apps for Apple and Android devices.

Set Up: To request a new Zoom Pro account, please visit udel.edu/zoom and click “Sign in.” On the UD CAS page, enter your UDelNet ID and password. Upon sign in you will be taken to your Profile page.

If you have an existing Basic (free) Zoom account that you log in to with your @udel.edu email address, your account was migrated to UD's enterprise Zoom Pro license.

Download UDEL Zoom User Guide (PDF 322k) to get started.

Why Use UD vs Personal Zoom

• UD Zoom is centrally-supported; if you have questions or need assistance with Zoom, contact the IT Support Center by email: consult@udel.edu, phone: 302-831-6000, or submit a Help Request.

• UD Zoom routes through UD’s two-factor authentication (2FA). Two-factor authentication secures your information and identity by requiring two methods of identification to log in to a service (in this case Zoom).

• You must use your UD Zoom account when conducting UD/DRC business especially if it pertains to interviews. At no point should official UD business be conducted using a personal Zoom account.
Zoom Security & Privacy: How do I avoid “Zoombombing?”

When you create a standard Zoom meeting, anyone with the link can join. To prevent disruption by uninvited guests, it is important for meeting hosts to implement protective measures. If your meeting has a Zoombombing incident, contact UD IT Security.

1. When scheduling a meeting, the host can:
   a. Consider enabling a waiting room for your attendees until you join.
   b. Consider using a meeting password and share it only with the people you want to join your meeting. It can be a simple password that’s easy to remember. The password could be shared with students as a Canvas Announcement.
   c. Consider allowing only authenticated users to join meetings. This is best used for meetings where all users have activated their UD Zoom accounts by logging in at least once to the UD Zoom Portal.
   d. Ensure that only the host, co-host, or alternative host can start the Zoom meeting.
      i. How to set a co-host.
      ii. How to set an alternative host.
      iii. Learn more about host and co-host controls.
   e. Familiarize yourself with advanced meeting controls when scheduling the meeting.

2. During a meeting, the host can:
   a. Consider locking the meeting after all attendees are present. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if required).
   b. Mute participants to prevent noise from interrupting a meeting.
   c. Disable participants video to turn off someone’s webcam from being shared.
   d. Remove participants from a meeting who might be unwanted or disruptive. Disable “Allow Removed Participants to Rejoin.”
   e. Turn off file transfers to prevent files from being uploaded and shared.
   f. Turn off annotations to prevent participants from annotating on screen shares.
   g. Disable private chats to prevent participants from chatting privately.

MailChimp

DRC uses the email management system MailChimp to send out mass communications, such as the Dispatch and Annual Report, to DRC alumni, friends, and supporters. All DRC personnel are auto enrolled to receive external DRC communications. Upon leaving the Center, DRC encourages all past employees to subscribe to the mailing list with a new email address via the DRC website: drc.udel.edu/communications.

Social Media & Website
drc.udel.edu

DRC’s website is the primary resource for information regarding DRC research, faculty and staff, disaster-related educational opportunities at UD, and the E.L. Quarantelli Resource Collection. Our website and social media profiles on Facebook and Twitter function as DRC’s face to the outside world. It is of the utmost importance that the information presented is current.
and correct. All graduate research assistants, faculty and staff must submit the necessary information in a timely manner.

Periodically, DRC administrative staff will request information via email.

Like us on Facebook:  [www.facebook.com/disasterresearchcenter](http://www.facebook.com/disasterresearchcenter)
Follow us on Twitter:  [@UDELDRC](http://twitter.com/UDELDRC)

DRC Forms Portal
[http://sites.udel.edu/drc-forms](http://sites.udel.edu/drc-forms)

DRC uses a web-based forms system for the collection of information about presentations, publications, field research, and disaster-related community engagement for use in the *DRC Dispatch, Annual Report*, DRC website and social media. When a form is submitted, all relevant administrative personnel receive the information and the information is cataloged in a database. Additionally, all DRC travel policies and instructions can be found online via the DRC Forms Portal.

The forms are accessible via the DRC website, [drc.udel.edu](http://drc.udel.edu). In the lower right corner of the website, click “DRC Forms Portal” and enter the password “Disaster15”.

Informational Publications

DRC has two informational publications: the *DRC Dispatch* and the *Annual Report*. The *Dispatch* is the bi-annual e-newsletter which shares news and research information with the disaster research community within and outside the University of Delaware. The *Annual Report* includes information regarding DRC projects and activities as well as documents produced by the Center, its staff, and the E.L.Q. Resource Collection. It serves as the official record of DRC activities conducted during the calendar year.

Information for these publications will primarily be sourced from the DRC webforms. Periodically, personnel may receive a request for information to be included in DRC publications. The *Dispatch* and Annual Report are distributed using the MailChimp communication list.

DRC Materials & Space

Telephone Use

All DRC personnel and visitors have access to the phones within the Center for work or project related calls. The following policies apply to the use of these telephones:

- Use of DRC telephones for personal use should be minimal.
- No personal international phone calls are to be made from the Center.
- International calls made from DRC should be related to specific project activities, e.g. making inquiries about disaster situations, setting up interview appointments, and calls to obtain needed materials.
- While in the field, the same guidelines apply. No personal calls should be billed to DRC and calls charged to DRC should relate directly to project objectives.
Computers

The workstations at the Center are to be used for research-related work only. Students are not authorized to add or remove any programs on these workstations nor are they permitted to move/relocate computers to different workstations. Use of the internet should be appropriate and applicable to project work. See www.udel.edu/it/security/students/accept-use for the University’s policies regarding appropriate use of computers. Analytical software requests must be approved by the directors or project supervisor and provided to the Business Administrator prior to purchase.

DRC computer support is provided by the University. For all IT requests, contact the DRC Administrative Assistant at the DRC front desk. The Administrative Assistant will then contact the designated IT support specialist.

Destruction of Computing Equipment

DRC computers that are no longer functioning and/or used need to be destroyed. The information on the hard drives needs to be deleted and destroyed. Files on USB drives should be deleted using AxCrypt software. AxCrypt software can be found on the UD Software page. IT specialists must certify in writing that the computers are cleaned and ready for destruction by procurement before the computers leave DRC.

Copiers & Other Equipment

- Duplex printing is strongly suggested.
- The small copier in the reception area is for quick copies.
- The copier in the graduate student area is for DRC projects and includes scanning capabilities.
- Visitors will be charged a fee of $0.05 per page. Resource Collection staff will collect copy monies due from visitors prior to departure.
- Digital recorders/video cameras must be checked out from and returned to the Administrative Assistant within an appropriate time frame.

Graduate RA Seating Area: Order of Precedence

1. Students employed by the Disaster Research Center working on active projects are entitled to:
   a. Name on board by the front door
   b. Mailbox in the Center
   c. Desk in Project Work Area
   d. Keys to main door – If lost, the student may be responsible for covering the cost associated with rekeying all door locks at the Center.
2. Students receiving scholarships, fellowships or tuition remissions that require them to work at DRC are entitled to:
   a. Desk in Project Work Area
3. Visiting Scholars and Undergraduate DRC RAs receive space when available.

File Room

The file room provides a secure location to store sensitive or valuable information and materials. Supplies stored in the file room may only be accessed by DRC administrative staff members. Project files and data stored in the room are organized according to the following protocol:
• The Assistant Director of Archives and Collections is responsible for assigning space and tracking projects stored in the file room.
• When requesting space, the PI must provide:
  o Names of PI/Co-PIs
  o Name of project (Formal and Informal)
  o Start date and anticipated duration
  o Brief list of the types of documents/materials generated
• 1 year after the close of the project, the files are moved to UD Archives.
  o The PI for the project must contact the assistant director at the close of the project and is responsible for prepping the documents for transfer.
  o The assistant director will handle the physical transfer of the project files to UD Archives.

Any questions regarding project files and storage should be directed to the Assistant Director of Archives and Collections.

Supply Closet

The supply closet located adjacent to the Project Work Area is organized and stocked by the Administrative Assistant for the use of Center personnel. Should any of the supplies run low, notify the Administrative Assistant. The Administrative Assistant will then restock the supplies as needed. Naturally, all DRC personnel should be good stewards of these resources.

Conference Room

The conference room is reserved by scheduling an event or meeting on the “DRC Conference Room” Google Calendar. The conference room seats 20 - 25 people. Always return the room to its prior condition at the conclusion of the event or meeting.

Kitchen

The kitchen is a common area for all DRC faculty, staff, and students. Do not leave food in the refrigerator or dirty dishes in the sink. Wipe up any spills including in the microwave. Coffee is provided at $0.75 per cup.

Security

All doors will be locked outside of normal business hours (8:30 AM - 5:00 PM).

• The last person to leave should turn off the lights, unplug coffee maker, toaster, and microwave. Security lights will stay on. If you do not know you are the last person leaving, assume that you are, and adhere to these procedures.
• The Pearson Hall and Graham Hall doors are always locked. Doors should never be propped open. Windows must be closed prior to leaving. Ensure all doors are securely locked.
• Visitors must come to the main entrance located near the Graham Hall parking lot.
• The Resource Collection is closed to all users unless the sign indicates otherwise.
• Only space heaters approved by University Facilities, after appropriate assessment of the temperature by Facilities personnel, may be used. These should be unplugged when not in use.
E.L. Quarantelli Resource Collection

In addition to maintaining its own databases, DRC serves as a repository for materials collected by other agencies and researchers. The E. L. Quarantelli Resource Collection contains the world’s most complete collection on the social and behavioral science aspects of disasters. Now numbering more than 125,000 items, the Collection is open to both interested scholars and agencies involved in disaster management. This premier collection includes documents and publications not readily available elsewhere. The Center has its own book, monograph, and report series.

Policies & Procedures

Library Borrowing

1. Items borrowed from the Resource Collection may be signed out for a semester term at a time.
2. Faculty and DRC staff are entitled to unlimited renewals; however, materials may be recalled at any time with 24 hours’ notice, so borrowers should take care to ensure that collection-owned materials are available at all times. Inability or unwillingness to produce items upon request may result in suspension of check-out privileges, financial penalties, or other related consequences.
3. If a resource collection staff member is at the desk when you come in to borrow an item, please stop by and they will sign the item(s) out to you at that time.
4. If no resource collection staff members are available when you wish to borrow something from the open stacks, please do one of the following:
   • Leave a detailed note on the desk with the title and call number. The item(s) will be signed out to you and you will receive a confirmation email.
   • Send an email to elq-resource@udel.edu with the title and call number of each item borrowed. The item(s) will be signed out to you and you will receive a confirmation email.

Replacement of Lost/Damaged Materials

Anyone borrowing material from the E.L. Quarantelli Resource Collection will be financially responsible for any damage caused to the material during the borrowing period that renders the material unusable. The cost of replacing items not returned within one year of checkout is the responsibility of the borrower. If an identical copy is available, the borrower may (1) purchase an identical copy and return it to the resource collection as a replacement; or (2) pay the full cost of purchasing the replacement.

If an identical copy is not available, the borrower will pay a fine as follows:

- Bound items: no less than $50.00 each or documented cost of equivalent replacement item
- Vertical file items: no less than $5.00 each
- Audio/visual materials: no less than $50.00 each or documented cost of equivalent replacement item
It is imperative to follow these procedures when borrowing materials from the Resource Collection to ensure this valuable resource remains available to everyone at the DRC and abroad who uses the Collection and relies on materials being available.

Research Tools

DISCAT and Catalog Holdings

DISCAT, the catalog database for the E. L. Quarantelli Resource Collection, is not currently web accessible. DRC is working with UD's Computer Engineering faculty to develop a new search engine that will support DISCAT. To request a search, please contact Collection staff at elq-resource@udel.edu.

Archival Materials

The bulk of materials in the E. L. Quarantelli Resource Collection can be found in archival holdings, which comprises materials collected during field research and other original research data. These materials include such items as interview transcripts, surveys, photographs and audio-visual materials of disaster events, and supplemental materials collected at disaster sites (e.g. local newspapers, meeting minutes, fliers, and memorabilia).

Due to the sensitive nature of these materials, DRC's archival holdings are currently classed as restricted and users must apply for access. To access materials, please review the below finding aid (Ctrl+F to search) and email Assistant Director for Archives and Collections, Valerie Marlowe at marlowev@udel.edu. Search the Archival Findings Aid here: https://www.drc.udel.edu/content-sub-site/Documents/Series 6381 container lists.pdf

Resources Available Online

University of Delaware’s Online Institutional Repository
http://udspace.udel.edu/handle/19716/35

The University of Delaware’s UDSpace provides access to the Disaster Research Center’s research in digital form, including access to over 700 DRC preliminary papers, reports, and other DRC documents.

Master Publication List
https://www.drc.udel.edu/content-sub-site/Documents/Master%20Publication%20List.pdf

A complete list of all publications produced by DRC personnel, 1963 - Present.

EMForum.org Webinar Archives
http://www1.udel.edu/DRC/emforum/recordings/

From 1997 to 2014, the Emergency Information Infrastructure Project (EIIP) hosted a continuing series of real-time, interactive presentations on a wide variety of emergency management-related topics, first via text chat and subsequently by the EMForum.org Webinar for the purpose of providing the opportunity for continuing education and professional exchange.

Over the course of its existence, leaders in all phases of emergency management – preparedness, response, recovery, and mitigation – volunteered their time to share their expertise and experience with their colleagues and respond to their questions. This exchange was captured, first through text transcripts, and later, the addition of audio and video recordings, amassing a large archive that continues to remain relevant to the issues of the day.
UD Emergency Preparedness

DRC is a unit within the University of Delaware. As such, the Center follows University guidelines and plans for emergency situations. Please reference UD’s Office of Campus & Public Safety Emergency Preparedness and their Crisis Management Guide for detailed information about what to do in the event of an emergency.

Inclement Weather Policy

In general, the University of Delaware will remain open unless weather conditions are very severe. However, if an employee believes they are placed in unnecessary risk by staying at work or coming to work during severe weather they are permitted to take leave. See UD’s Faculty Handbook for university policies related to inclement weather.

DRC Emergency Action Plan

In accordance with University of Delaware Office of Campus & Public Safety, DRC developed an emergency action plan for the DRC offices located in 166 Graham Hall. This plan is subject to change at the discretion of the DRC emergency coordinator listed below. Please familiarize yourself with the evacuation floor plan located in the front lobby.

Emergency Alerts

In the event of an emergency, employees are alerted by: the sounding of an alarm and verbal announcements. The University of Delaware has also partnered with SWN Communications, Inc. to provide emergency messaging capabilities to the University community. UD Alert allows the University administration to send emergency notices to students, faculty and staff via the following methods: voice messages, e-mail messages and text/sms messages. It is important to keep your University emergency contact information up to date in UDSIS as well as with the Business Administrator. For details, students should visit www.udel.edu/udalertstudent, and faculty and staff members should visit www.udel.edu/udalertstaff.

Emergency Evacuation

In the event of an emergency, DRC has designated faculty and staff members to remain in the workplace to shut down or monitor critical operations before they evacuate. No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

**Emergency Coordinator(s):** DRC Directors

The emergency coordinator(s) oversee(s) the evacuation process and is responsible for the Center’s disaster recovery planning.

**Communications/Information Officer:** DRC Business Administrator

The communications and information officer acts as the primary liaison in the event of an emergency. All on-site information will be relayed directly to the communications officer and he/she will inform the emergency coordinator and relevant parties.

**Safety Officer(s):** DRC Admin. Assistant & Assistant Director of Archives & Collections
Safety officers are designated to ensure that all faculty, staff and students are evacuated from the building and accounted for at the assembly area. They are to report directly to the communication/information officer.

**Evacuation Policy:** In the event of a fire or other emergency in which evacuation is the appropriate action, ALL employees shall evacuate immediately. Employees shall evacuate by means of the nearest available marked exit and close all doors behind them as they exit.

- **Primary Exit:** Front exit leading to Pearson Parking Lot
- **Secondary Exit:** Back exit leading out into the Round House
- **Assembly Area:** In front of Pearson Hall

**Extinguishers:** Portable fire extinguishers are provided in the workplace for employee use. In the event of fire, any employee may use extinguishers to attempt to extinguish the fire before evacuating. Dial 911 first, then attempt to extinguish the fire. Use your best judgement before attempting to extinguish a fire. Safety is the priority.
DISASTER RESEARCH CENTER

Handbook of Policies & Procedures

Statement of Understanding

All Disaster Research Center faculty, staff and students receive a DRC Handbook outlining essential policies and procedures.

I, ____________________________________, hereby acknowledge and declare that:

Printed Name

1. I understand that I should consult DRC administrative staff or the DRC directors regarding any questions not answered in the handbook.

2. Since the information, policies and procedures described herein may change at any time, I acknowledge that revisions to the handbook may occur. Changes to DRC policy and procedures will generally be communicated to faculty, staff and students by the directors. I understand revised policies and procedures may supersede, modify, or eliminate existing policies. Only the DRC directors can implement revisions to policy in this handbook.

3. By initialing, I confirm that I specifically reviewed the following sections within the DRC handbook and understand the policies regarding (as they apply to me):

   _____ Handling of Sensitive Information
   _____ Concur Purchasing & Travel Card
   _____ Communication Tools
   _____ DRC Forms Portal
   _____ Resource Collection: Borrowing Procedure
   _____ Resource Collection: Replacement of Lost/Damaged Materials

4. Failure to comply with these policies can result in dismissal.

I have received the DRC Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

SIGNATURE:

____________________________________________________________________________

DATE: ______________________

Revised by CPW 2021.01.19