

SOP Template: Roles and Responsibilities of Emergency Response Team Members

This SOP defines the **roles and responsibilities of emergency response team members**, detailing the specific duties and expectations for each team position to ensure efficient and coordinated responses during emergencies. It includes leadership roles, communication protocols, evacuation procedures, first aid responsibilities, equipment handling, and coordination with external emergency services to safeguard lives and property effectively.

1. Purpose

To specify the roles, responsibilities, and reporting requirements for each emergency response team member, ensuring clear coordination and effective response during emergencies.

2. Scope

This SOP applies to all staff designated as members of the emergency response team within the organization.

3. Roles & Responsibilities

Role	Responsibilities
Emergency Response Team Leader	<ul style="list-style-type: none">Assume command during an emergency.Initiate emergency procedures and oversee overall response.Coordinate communication between team members and management.Ensure all team members are accounted for and assigned tasks.Establish contact with external emergency services.
Deputy Team Leader	<ul style="list-style-type: none">Assist Team Leader and step in if the Team Leader is unavailable.Support implementation of the response plan.Oversee specific zones or teams as assigned.
Communications Officer	<ul style="list-style-type: none">Relay information between team members and to external agencies.Maintain records of communications and incident details.Ensure all emergency contact lists are up-to-date.
Evacuation Coordinator	<ul style="list-style-type: none">Organize and supervise evacuation procedures.Direct personnel to designated assembly points.Account for all personnel post-evacuation.
First Aid Officer	<ul style="list-style-type: none">Administer first aid to injured persons.Maintain and manage first aid supplies and kits.Record all first aid provided and report to medical personnel.
Fire and Safety Officer	<ul style="list-style-type: none">Operate fire-fighting equipment as necessary.Ensure safe handling of hazardous materials.Assist with building checks and hazard identification.
Logistics & Equipment Coordinator	<ul style="list-style-type: none">Maintain emergency equipment and supplies (e.g., extinguishers, radios).Facilitate access to emergency exits and routes.Distribute personal protective equipment as needed.
Liaison with External Services	<ul style="list-style-type: none">Interface with fire, medical, and police services.Provide site maps, hazardous material details, and headcounts as requested.
All Team Members	<ul style="list-style-type: none">Attend training and review drills regularly.Follow assigned duties and report status updates during an emergency.Maintain calm, clear communication and support coordination efforts.

4. Communication Protocols

- Utilize all designated channels (e.g., two-way radios, SMS alerts) as directed.
- Report findings and status at regular intervals or as instructed by Team Leader.
- Ensure that all information relayed is accurate, clear, and concise.

5. Review & Training

- All roles and responsibilities must be reviewed annually or following each incident.
- Regular training and simulation exercises are required for all team members.

6. Record Keeping

- Document all actions taken during emergencies, including personnel accounted for, first aid records, and communications logs.
- Submit incident reports to management or regulatory authorities as needed.