

SOP Template: Emergency Medical Team Mobilization Steps

This SOP details the **emergency medical team mobilization steps**, including rapid assessment of the emergency situation, activation of the emergency response protocol, notification and deployment of medical personnel, coordination with relevant departments and external emergency services, preparation and transportation of medical equipment and supplies, on-site medical intervention procedures, communication and documentation during the response, and post-event debriefing and evaluation to improve future mobilization efficiency.

1. Purpose

To outline standardized steps for the rapid and effective mobilization of emergency medical teams in response to emergency situations.

2. Scope

This SOP applies to all medical and administrative personnel involved in emergency response mobilization.

3. Responsibilities

- **Team Leader:** Oversees and coordinates the mobilization process.
- **Medical Personnel:** Prepare for deployment and execute assigned roles.
- **Logistics Staff:** Arrange transportation and equipment.
- **Administration:** Facilitate internal and external communication.

4. Procedure

1. **Rapid Assessment of the Emergency Situation**
 - Conduct initial assessment upon notification of an incident.
 - Determine scale, type, and urgency of the emergency.
 - Document findings and notify the team leader immediately.
2. **Activation of the Emergency Response Protocol**
 - Team leader initiates the emergency response protocol.
 - Follow predefined decision criteria for mobilization.
3. **Notification and Deployment of Medical Personnel**
 - Notify relevant staff via designated channels (e.g., pager, phone, SMS).
 - Confirm staff readiness and availability.
 - Deploy teams as per emergency requirements.
4. **Coordination with Related Departments and External Services**
 - Alert supporting departments (logistics, security, pharmacy, etc.).
 - Establish communication with external emergency services (ambulance, fire, police).
5. **Preparation and Transportation of Equipment and Supplies**
 - Prepare required medical equipment and consumables.
 - Verify functionality and availability of transport vehicles.
 - Ensure all supplies are loaded and secured for deployment.
6. **On-site Medical Intervention Procedures**
 - Set up an on-site command center and triage area.
 - Implement medical intervention as per pre-established protocols.
 - Maintain situational awareness and adapt as needed.
7. **Communication and Documentation During Response**
 - Maintain regular communication with the command center.
 - Accurately document interventions, patient status, and resource utilization.
8. **Post-event Debriefing and Evaluation**
 - Conduct team debriefing after incident resolution.
 - Review response actions and outcomes.

- Document lessons learned and update SOP as necessary.

5. Documentation

- Incident Report Form
- Personnel Deployment Log
- Equipment and Supplies Checklist
- Response Timeline Record
- Post-event Evaluation Report

6. Review

This SOP is subject to review following each major event or annually, whichever occurs first.

7. References

- Hospital Emergency Response Plan
- National Emergency Medical Services Guidelines