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**Annex 2: Standard RRT SOP template**

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| **Introduction** | |
| **Purpose** | The purpose of this standard operating procedure (SOP) is to outline name of procedure of country’s National Rapid Response Team (RRT) in the case of a public health emergency. |
| **Scope** | This SOP applies to country’s National RRT management team to assist in indicate the scope. |
| **Key Stakeholders** | List all the key stakeholders and what exactly their main role is in relation to this SOP |
| **Procedure** | |
| In this section, you should provide a step-by-step detailed explanation of how **the process** will be carried out.  Do dot omit to clearly state:   * Specific person/agency/ institution responsible * Specific collaborators * Description of roles of the above at each step of the process * Levels of the system involved at each step * Timeline for completion of each step * Maps, flowcharts, decision trees, sample e-mail/letter, etc. * Other information, as relevant. | |
| **Annexes** | |
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