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**Annex 9 -SOP 5: Deployment**

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| **Introduction**  ***Who, What, Where, When, Why, How*** | |
| **Purpose** | *What is the reason for doing this activity/procedure?* |
| **Scope** | *Who does this SOP apply to?* |
| **Key Stakeholders** | *What key stakeholders need to be consulted to create this SOP? What are their main responsibilities in this activity?* |
| **Procedure** | |
| *What are the step-by-step actions to be completed? By whom and when?*  **Coordination**   * + - 1. When RRT members arrive, who leads response activities in the Field? I.e. who has jurisdiction?       2. What coordination activities should take place if the emergency crosses or nears an international border?       3. What information should/can be shared outside the team and EOC?       4. Who has the authority to make decisions on information sharing? Are there ethical considerations regarding international data sharing?       5. What meetings should the RRT member attend?       6. ★Who are the key partners and stakeholders RRTs should coordinate with? Create a contact list of key partners and stakeholders   **Monitoring & Evaluation**  **Monitoring from the EOC**   * + - 1. What data are required to assess the status of the emergency?       2. What data are required to assess the RRT activities being conducted?       3. ★What data are required to identify the RRT needs in the field?       4. If travel plans change while in the field, who is responsible and how is it facilitated?       5. How are team dynamic issues addressed from headquarters?       6. ★What data will be requested from leadership to show the impact of your organization and the RRT members on the response? How will this data be collected and maintained?   **Urgent Data Requests**   * + - 1. How will urgent requests for data from the RRT be handled? E.g. from the Incident Manager, from the Minister, from the President or Prime Minister?       2. How will the responsibilities be distributed among RRT members and EOC staff?   **Reporting from the Field**   * + - 1. ★ How often and what format should the RRT members report to the RRT Management (or it’s equivalent back at headquarters)?       2. Who is responsible for compiling the data and writing the report?   What information is the RRT responsible for collecting and/or compiling?  **Evaluation of RRT Activities**   * + - 1. ★How will the RRT activities be evaluated?       2. What are the key RRT responsibilities?       3. What objectives should the RRT aim to achieve?   Examples:   * + - 1. What activities need to be completed to achieve the objectives?       2. What deliverables/outputs will come out of those activities?   Example for case investigation  **Team Evolution & Demobilization**  **Team Evolution**   * + - 1. How will the lengths of deployments be determined? * Consider the financial and equipment resources needed * Consider the positives/negatives of staff turnover in the field   + - 1. ★ What criteria should be used to send an RRT member home/demobilize the individual?       2. Who authorizes RRT member demobilization?       3. What does each RRT member need to do before leaving the field if…  1. another RRT member will replace them in the field?   Etc.  B. there is no replacement?  **Handoff**   * + - 1. ★What information needs to be passed from outgoing RRT members to incoming RRT members?       2. How should the handoff of information occur? What is the process? What modality will be used (e.g. telephone, video, in-person, reports, etc.)?   **Demobilization/End of Mission**   * + - 1. What criteria should be used to demobilize the RRT and end the mission?       2. ★Who authorizes the end of the mission?       3. What additional activities must be completed before the RRT demobilizes? | |
| **Appendices & Action Items** | |
| *Any external documents, templates, contact lists, etc. needed to complete SOP.* | |
| **Action Items Post-RRT Management Workshop:** | |
| *Next steps and POCs to complete SOP.* | |