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## **Annex 8-SOP 4: Activation and pre-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?*  RRT Activation  **Activation Criteria**   1. ★ What decision-making criteria (factors or data) should be considered in the decision to activate the RRT? Will this be different if it’s an EOC Activated response vs. a Non-EOC Activated response?   ***Things to consider***   * *International / National / subnational requests* * *Official request process to activate RRT (could include a flow diagram)* * *Process for verification of an alert* * *Criteria for activation for specific diseases (thresholds)* * *Criteria for approval, criteria for declining activation*  1. Who is responsible and has the authority to activate the RRT?   ***Things to consider***   * *International / National / subnational requests* * *Decision making when EOC activated* * *Decision making when EOC not activated*  1. What procedures can be put in place to expedite the decision?   ***Things to consider***   * *Pre-approvals, delegation of decision-making responsibility in the absence of the primary decision maker*   RRT composition for deployment   1. How should the RRT be composed (what roles) and structured?   ***Things to consider***   * *Criteria for selection of RRT members for a specific response [type of response, local capacity to respond, skill sets needed, meets pre-deployment criteria…]*   1. single discipline (the same size team regardless of emergency and all RRT members are in the same role) * May work well when there is great need for a specific set of skills   1. multi-discipline (the same size team regardless of emergency and the RRT members are in different roles)      1. multiple skills to be available in the field and assess response needs   2. One person is deployed vs. a team is deployed   The   1. Who will decide the RRT deployment selection? 2. What factors will be considered in RRT deployment selection? 3. What criteria will be used in deciding to deploy support staff with the RRT (i.e. safety/security officers, logisticians, etc.)? 4. Who/what will decide this and how?   ***Things to consider***   * *International / National / subnational requests* * *Decision making process for RRT team composition*   **Pre-Deployment**  **Processes**   1. What pre-deployment processes are needed to mobilize RRT members? 2. ★ What information should be provided to RRT members before they are mobilized?   ***Things to consider***   * *Who is responsible for providing the pre-deployment briefing* * *When and where does the pre-deployment briefing occur* * *Who should be part of the pre-deployment briefing* * *Pre-Deployment Briefing – meeting during which situational awareness information is given to RRT members before they go to the field...*  1. What disease-specific training is needed for the top priority diseases?   ***Things to consider***   * *Just-in-Time Training – technical training specific for the emergency (e.g., cholera-focused training); role-specific training should be considered if appropriate (e.g., special training for laboratorians)* * *Disease-specific trainings often already exist (see training resource list) and can be used. Note that if trainings do not yet exist, they can often be anticipated if common occurrence and created before an emergency and kept in a training repository for the RRT.* * *Who is responsible for coordinating the just-in-time training? When and where to be conducted? Who should conduct the training?....*  1. What existing materials can be used to develop the Just-in-time training?’   ***Things to consider***  *Suggest creating a table of existing training materials, guidelines, relevance for specific responses, how to access the resources.*  11. What equipment and supplies do the RRT need to have on hand? How will this be managed?  ***Things to consider***  *Emergency kits with critical items [person/s responsible for maintaining kits, management of kits pre and post deployment]*  *Checklists for specific responses [location of these, person/s responsible for checking off the list/s]*  *Process for procurement of additional items needed for specific response [person/s responsible, pre-approvals.* | |
| **Appendices & Action Items** | |
| *Any external documents, templates, contact lists, etc. needed to complete SOP.* | |
| **Action Items Post RRT MGMT Workshop:** | |
| *Next steps and POCs to complete SOP.* | |