

# RAPID RESPONSE TEAM (RRT): for Synods & Congregations

OUR DISASTER RESPONSE TEAM	NAMES
<p><b>RRT TEAM LEADER</b> [<i>Incident Commander</i>]</p> <ul style="list-style-type: none"> <li>• Maintain an active RRT team at all times</li> <li>• Notify team when they need to be on alert and activate team as needed</li> <li>• Coordinate the RRT efforts</li> </ul>	
<p><b>COMMUNICATION</b> [<i>Public Information Officer</i>]</p> <ul style="list-style-type: none"> <li>• Gather and maintain accurate information about the disaster</li> <li>• Communicate updated assessments of the situation, specific needs, and ways to respond</li> </ul>	
<p><b>LIAISON</b> [<i>Liaison Officer</i>]</p> <ul style="list-style-type: none"> <li>• Represent the RRT at community meetings concerning disaster response</li> <li>• Collaborate and coordinate with partners in disaster response</li> <li>• Communicate the latest developments in disaster response with the RRT</li> </ul>	
<p><b>NEEDS</b> [<i>Planning Section</i>]</p> <ul style="list-style-type: none"> <li>• Develop a system to track needs of congregations</li> <li>• Seek ways to respond to the needs of congregations and the community</li> <li>• Work with disaster response partners (including 211) to meet needs of those in the impacted area</li> </ul>	
<p><b>DONATIONS</b> [<i>Administration &amp; Finance Section</i>]</p> <ul style="list-style-type: none"> <li>• Provide a system to direct those who want to donate goods and re-direct donations</li> <li>• Maintain updated list of warehouses in the local impacted area for donated goods &amp; gift cards</li> <li>• Provide a system to receive and track financial contributions</li> <li>• Provide a system to thank donors of money, goods, and services</li> </ul>	
<p><b>VOLUNTEERS</b> [<i>Operations Section</i>]</p> <ul style="list-style-type: none"> <li>• Keep an updated list of those coordinating volunteers in the impacted area</li> <li>• Develop a system to receive and direct offers for volunteers and services</li> </ul>	
<p><b>LOGISTICS</b> [<i>Logistics Section</i>]</p> <ul style="list-style-type: none"> <li>• Prepare RRT command post site for the disaster response and maintain it during its use</li> <li>• Maintain adequate telephone lines and internet access</li> <li>• Assure resources (human, financial, and material) are available for operations</li> </ul>	