EMERGENCY RESPONSE TEAM ROLES AND RESPONSIBILITIES

Incident Commander

The Incident Commander assumes responsibility for implementing the Emergency Response Plan and provides leadership.

Incident Coordinator

The Incident Coordinator(s) also provides leadership to the team and assists the Incident Coordinator:

Responsibilities:
- Ensuring that all emergency response team members are assigned duties and understand all emergency procedures.
- Working with other emergency response team members to evaluate an emergency
- Ensuring proper emergency communication
- Delegating needed emergency actions

The incident coordinator may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator should immediately identify her/himself as such to emergency agency personnel responding to an incident.

Building/Facilities Team

The Building/Facilities Team is responsible for having floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc.

Responsibilities:
- Obtain floor plans of Church and Hall
- Purchase and Inspect AED's, Fire Extinguishers, Advanced First Aid Kits w/Tourniquets
- Coordinating with emergency agencies or other Churches during evacuations or other emergencies
- Assist with recruiting team members
- Work with Medical Response Team and Emergency Response Team
- Carry out lockdown procedures
- Coordinate Emergency Response effort
- Ensure copies of Emergency Response Plan are available to all
- Purchase and maintain Two-Way Radios
Medical Response Team

Medical response team members are members of the emergency response team who have been trained in medical emergencies.

Responsibilities:
- Provide “first responder (medical) service” to those incurring a medical emergency until medical personnel with more advanced training arrive on scene.
- Provide first aid for minor emergencies.
- Conduct a primary assessment of the medical emergency situations and reporting this assessment to appropriate personnel.
- Participate as emergency response team members in emergency situations when their medical expertise is not required.
- Provide medical assistance and support until professional help arrives.
- Remain “in charge” of a medical emergency situation until professional help arrives.
- Medical response team members should immediately identify themselves as such to any personnel responding to the incident.
- Communicate with Building/Facilities Team regarding medical equipment
- Identify medically trained personnel (parishioners) who may be able to help during an emergency.
- Coordinate training for First Aid, CPR, AED’s
- Know the location of the First Aid kits, AED’s and Fire Extinguishers

Emergency Response Team

The remaining emergency response team members are staff members or volunteers who are trained in evacuation techniques and use of fire extinguishers. Emergency response team members know the location of evacuation shelter areas in the buildings and within Harper (HISD, other Churches)

Responsibilities:
- Work in coordination with the building coordinator to minimize hazards.
- Conduct an assessment of areas to “shelter-in-place”.
- Conduct an assessment to facilitate an evacuation due to an emergency
- Conduct an assessment and identify evacuation routes/exits.
- Determine “rally points”
- Conduct and identify “reunification” locations.
- Report to the Incident Commander that their “area” has been cleared during an evacuation.
- Identify resources for recover (food, water, etc.)
- Know the location of the First Aid kits, AED’s and Fire Extinguishers
The Security Response Team

The Security Response Team is responsible for creating a safe environment for St. Anthony’s Catholic Church. *Should the Security Team wear distinctive vests to facilitate communications and assist in visibility?*

Responsibilities:
- Maintain limited access by locking doors from the outside once Mass has begin
- Identify volunteers who attend mass to be the “eyes and ears” during mass able to alert the Security Team
- Conduct radio check prior to mass or church event
- Coordinate with the Emergency Response Team should there be a need to shelter-in-place or evacuation
- Take a position of advantage and know your Area of Responsibility (AOR)
- Scan your AOR for suspicious items, hazards, etc.
- Monitor persons for suspicious activity
- Greet all persons and/or make eye contact with all persons in your AOR
- Know location of first aid kit, fire extinguisher and AED’s
- Make a least one perimeter walk outside during mass
- Conduct your normal liturgical duties
- Scan your AOR for items left behind **determine if suspicious or forgotten**
- Return radio equipment
- Debrief any issues if necessary

**Axioms to remember**
- Plan for worst-case scenarios.
- Unless you’re on fire or drowning, there’s no such thing as too much ammo.
- It’s better to have it and not need it than need it and not have it.
- Two is one and one is none. Always have two.