



Adventist Risk  
Management, Inc.



# EMERGENCY RESPONSE TEAM ROLES

Use these descriptions to form your Crisis Response Team. Your Crisis Response Team members should have or receive the necessary training to perform their role in an emergency.

## Response Team Roles

### Administrative

This team provides overall leadership during a crisis. They communicate with local first responders, giving them a detailed description of the crisis at hand. This team also communicates necessary information to church members, keeping them aware of the situation. This small team may include pastoral staff, ministry leaders, and other church members with an emergency response background. This team should also include a member with risk management training and experience, such as your church Safety Officer.

### Communications

This team communicates with the media and external and internal audiences during a crisis. They prepare statements to be released to the media and maintain contact with police, emergency services, hospital

representatives, and the district office to keep information current and accurate. This team should handle all media requests for information, and may include your conference and local communication director. It is recommended that all statements be reviewed by the Conference communication department before being released to the press or public.

### Medical

This team provides immediate medical assistance during an emergency. They monitor the patient's vital signs in order to provide a report to paramedic or hospital personnel. This team is equipped with necessary medications and medical supplies needed to provide immediate emergency care. This team may include local nurses and doctors, or other church members with a medical or emergency response background.

### Security

This team works to secure the building and nearby premises during and after a crisis. They may also strategically search a building for a missing child or for church members who may be in danger during a crisis. The Security Team works in collaboration with local law enforcement authorities and has in-depth knowledge of the building's floor plans, including exits and potential hiding locations. This team may include deacons, deaconesses, and other church members with a law enforcement or emergency response background.

## ARM Cares

Our ministry is to protect your ministry. Find more ways to protect your facility and those under your care at [AdventistRisk.org](https://www.adventistrisk.org).