

Role Profile template to help you recruit volunteers

All members of the Community Response Team should:

- Live in the community
- Have good local knowledge
- Have the support and speak on behalf of the community
- Provide vulnerable people with additional support
- Maintain communications within the community and with local authorities
- Check confidentiality is maintained where needed
- Maintain his/her own action log
- Create a 'grab bag' containing the plan and any suitable clothing/equipment which may be needed
- Have enough knowledge of the plan to act as coordinator
- Support the coordinator in their tasks

The role of the Community Response Team (CRT) Coordinator is to:

- Write and organise the Community Emergency Plan
- Regularly review and update the plan
- Report annually to the community telling them if the plan has been activated and if any members have changed
- Be a focal point for the community
- Maintain communication and be the main contact for local authorities and the emergency services
- Tell the appropriate authorities and individuals
- Communicate important messages to the community
- Involve all CRT members in the planning and response process, and give them tasks
- Activate resources when needed