

# Team Roles and Responsibilities Outline

Date: [Insert Date]

To: [Team Name]

From: [Your Name/Position]

## Overview

This document outlines the roles and responsibilities of team members during crises to ensure efficient collaboration and response.

## Team Roles

- **Team Leader:** Oversees crisis management efforts, coordinates communication, and makes executive decisions.
- **Communications Officer:** Responsible for disseminating information internally and externally. Manages public relations and stakeholder communication.
- **Logistics Coordinator:** Manages resources, supplies, and logistical support necessary for crisis response.
- **Technical Support Lead:** Addresses IT and technical issues, ensuring systems remain operational during the crisis.
- **Safety Officer:** Ensures the safety and well-being of all team members and implements emergency protocols.
- **HR Representative:** Manages personnel issues, provides support for staff wellbeing, and oversees team morale.

## Responsibilities

Each team member is expected to:

- Communicate effectively and timely with the team and stakeholders.
- Follow established protocols and procedures for crisis management.
- Document actions taken and decisions made during the crisis.
- Participate in debriefs and contribute to post-crisis evaluations.

## Emergency Contact Information

For any urgent matters, please reach out to the following individuals:

- Team Leader: [Name, Phone, Email]
- Communications Officer: [Name, Phone, Email]

- Logistics Coordinator: [Name, Phone, Email]

Thank you for your commitment and cooperation in ensuring a robust crisis response.

Sincerely,  
[Your Name]  
[Your Position]