**Emergency: Designated Roles 2022**

**Emergency Response Manager:** Karyn Gray

**Deputy:** Grant Rossiter

**ER Liaison Officer**: Barry Pringle

**(Outside LS/US School Office)**

**Upper School Warden:** Tim Angus

**Deputy:** Gabrielle Edmonds

**(Outside Learning Support Hut)**

**Lower School Warden:** Irene Cheung **Deputy:** Katie Brakenridge

**(Outside Eurhythmy Kitchen)**

**Kindergarten Warden:** Fabiana Tato

**Deputy:** Trudi Orme

**(Matuhi Street Park)**

**Security**

**Kindergarten:** **(School Office)**

Brett/Karyn to delegate

**Lower/Upper School:**

**(School Office)**

Brett/Karyn to delegate

**Services / Building inspection**

**(School Office)**

Brett Whincup / Colin

**Messengers**

**Selected Senior Students**

**(with CD Manager and Wardens)**

**Search & Rescue**

**Lower/Upper School:**

**(Outside Class 6)**

Merlin Fuhrhop

Tina Stolze

Brian Paquin

**Selected Senior Students**

**Resources**

**Kindergarten:**

Julia Sherriff

Fabiana Tato

Trudi Orme

Laura Lopez

**Lower/Upper School:**

**(Outside woodwork)**

Mario Gude

Will Holden-Bluck Rose McIIone

Lyn Vigrass

Sue Peglar

**First Aid**

**Kindergarten:**

Fabiana Tato

Trudi Orme

Laura Lopez

Alice Kurcake

**Lower/Upper School:**

**(Outside Class 6)**

Nina Guide

Sarah McKenzie

Karen Gault

**Instructional Staff**

**(Allocated Areas)**

KG1 Fabiana Tato

KG2 Laura Lopez

KG3 Trudi Orme

C1 Clare Folster / Ashley Gibbs

C2 Purdy Biddle

C3 Ruzia Ataria

C4 Tanya Zanetti

C5 Louise Gaplin

C6 Geoff Heath

C7 Tegan Anderson

C8 Katie Rustleund

C9 Amelia Minogue

C10 VanyaHowell

C11 Irja Haefliger

C12 Megan Grant

**Communications / Student Release**

**Kindergarten:**

**(School Office)**

Marcelly Ramos

**Lower/Upper School:**

**(School Office)**

Clare Goodman

Chaucey Ellis

**Any person not allocated roles are to go to the nearest Allocated Area and assist the supervising teacher with their class**

**EARTHQUAKE Designated Responsibilities**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ER Manager**  Collates overall school role  Controls all internal & external communication  Security decisions  Search & Rescue  Decisions    Gives permission for the distribution of resources  Gives permission for re-occupation of buildings  Final student release decision | **Wardens**  Ensure no one remains inside buildings  Collect the ER Bin for their area  Checks all classes are supervised  Arrange the collection of roles and dispatch to ER Manager  Monitors First Aid, Search & Rescue and Resources  Coordinates student release or re-occupation of buildings | **Communications Student Release**  Collect & distribute ‘walkie-talkies’ to  1. ER Liaison  2. Wardens  3. Facilities Manager  4. Search & Rescue  5. Com’s team  Pass external messages to ER Manager  Pass internal ‘walkie-talkie’ messages to ER Manager  communicates with caregivers regarding the release of students  Maintains a record of released students via roles | **Instructional Staff**  Evacuates their teaching class  Collects the ER Bag if applicable  Leads the class to designated area  Calls class role  Waits with class maintaining calm  Gives basic first aid  Blows whistle for assistance  Passes role onto Warden’s messenger | **First Aid**  Meets outside Class 6  Receive First Aid Bin  Check medical records of students/staff  Administer first aid  Take direction from Wardens if required elsewhere  When directed by ER Manager move the First Aid to a designated secure building | **Resources**  Meets outside woodwork room  Obtains key to ER storage locker  Allocates roles:  1. Water  2. Food  3. Utilities  Arranges volunteers from Class 12  On ER Manager’s instruction, distribute resources and set up utilities | **Search & Rescue**  Meet outside Class 6 with First Aid team  Assist in First Aid duties  Collect first aid kit  Take direction from the ER Manager in the location of missing persons  Administer first aid as required  Communicate directly with Wardens | **Security**  Meet outside woodwork room  AND/OR Matuhi St Park.  Arranges ER volunteers from Class 12  On instruction of ER Manager, set-up security posts  1. Bottom of driveway  2. Outside music rooms.  **Services & Building Inspection**  Collect ‘walkie-talkie’ > Switch off utilities > Inspect buildings > report to ER Manager |

**If Assigned a designated role, REMAIN WITH CLASS until Instructional Staff relieves you to take up your duties at your assigned area**