



The Emergency Response Team (ERT)

Selecting the members of the Emergency Response Team

The Principal and the Leadership Team are responsible for assembling the Emergency Response Team.

Who should be on the team?

Staff members who are recognized within the school and who respond well to a crisis. People who are calm, accepted by staff and students as impartial and fair, good listeners and communicators, skilled negotiators, and people that are good at crowd control.

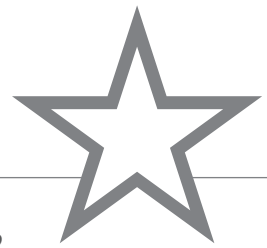
It is important to include members who do not have supervisory duties or whose groups can be canceled in an emergency, such as:

- Business Service Manager
- Community Resource Director/Student Support Manager
- Special Edison Coordinator
- Technology Support Manager
- Professional Development Coordinator
- Security Officers
- School Police Officers
- Speech Therapist
- Occupational Therapist/Physical Therapist
- School Secretary
- Counselors/Social Workers
- Custodians/Security Personnel
- School Nurse
- Psychologist
- Bilingual Speaker

The names and locations of any staff members trained in CPR and first aid must be laminated and posted in a prominent place in each classroom and in the school office.

How many people should be on the Emergency Response Team?

The number of members on the team should be in relationship to the number of students in the school. If any of the members of the team are classroom teachers, substitutes will need to be chosen and their names should be listed as alternate ERTs.



What are the roles of the members of the Emergency Response Team?

Administrator-in-Charge: Coordinates emergency response effort. Ensures that necessary notifications are made. Coordinates police, fire, medical response. Remains in the Command Center and manages the crisis.

First-Aid Responder: Provide emergency first aid until medical assistance arrives.

Site Coordinators: Respond to site of emergency and control access to the affected area. If necessary, preserve crime scene until police arrive and assume control.

Police/Fire/Medical Coordinator: Will meet emergency personnel and direct them to the scene. Return to front of school and direct media, parents, and central office personnel to appropriate locations.

Sweep Team Coordinators: Will assemble adults who do not have supervisory duties of students into three-person sweep teams who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up “missing or added student” lists from each teacher in their assigned sweep area. Coordinators will assemble the lists of missing students and forward them to the Command Center.

Media Coordinator: Will meet with the media and arrange for their needs. Will assist in preparation of a news statement and arrange interviews. Also acts as recorder noting the time notifications were made, who was notified and will maintain a log of the sequence of events.

Coordinator of Parents: Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them if their child is or isn't involved in the emergency. After the Code Red has been rescinded, assist those parents who wish to take their children home.

Recorder: Will be responsible for recording the time notifications made and who was notified, and maintain a log of the sequence of events.

Note: It is important for the EMT to contain at least one bilingual speaker. In addition, it is important for each member of the EMT to have a way of identifying themselves as members of the team. In an emergency, responding police or other emergency personnel will need to be able to tell who is authorized to be out and about the building. Please contact Stacey Newton at 212.419.1788 to order aprons and arm bands.