

Building Response Team Planning Document

Please note that this chart may be used to help plan for staffing the BRT. Information should be shared with all members of the BRT and your Borough Safety Director.

<i>BRT Position</i>	<i>Suggested Staff Assigned</i>	<i>Brief Description of Role</i>	<i>Name & Contact Information (Email, Extension, DOE Cell)</i>
BRT Leader	AP, Lead Dean	The BRT Leader is responsible for providing direction, leadership and guidance to BRT members during an emergency. At the onset of an incident, they activate the necessary BRT roles. The BRT Leader also acts as the communications liaison between the BRT and Principal during an emergency.	
Emergency Officer	AP, Counselor, Dean	The Emergency Officer provides support based on the specific circumstances of each incident. The EO may relay information between BRT members if communication devices are unavailable. In some incidents, the EO may be required to report to the hospital with staff or students. The EO may be assigned to a relocation site prior to staff and student arrival to review the relocation plan with the host school. The EO may also coordinate parent staging areas if required. Based on building size, the BRT Leader may assign more than one Emergency Officer and activate them as needed during an incident.	
Incident Assessor (s): To work with the nurse in medical situations and the custodian during facility situations	Various, as needed	The Incident Assessor conducts an on-scene initial assessment of the incident or emergency to assess the severity of the situation. S/he fulfills a secondary role by collecting all essential elements of information (EEI) from the scene, relays the information to the BRT Leader, and compares this information to other information gathered by the BRT recorder for the purpose of completing official reports. [EEI includes incident specific information that is documented during an incident, such as names of 911 responders, DOE, and external agency responders.]	
Special Needs Coordinator: On a campus with a LYFE Center and/or District 75 program, an additional SNC is required for each program	AP Special Ed, IEP Coordinator	The Special Needs Coordinator serves as the primary contact when issues arise with students and staff requiring special assistance during an evacuation emergency. They track all identified students and staff during emergencies, collect information on unaccounted for individuals, and ensure that all students and staff requiring special assistance have what they need during incidents that involve an evacuation. They work with the school's IEP Coordinator to ensure that staff members assigned to support identified students are present (daily) and that they keep track of necessary personal equipment and supplies.	
Assembly Point Coordinator	Parent Coordinator, Dean, Supervising Aide	The Assembly Point Coordinator monitors and assists with the relocation of staff, teachers, and students to either an internal or immediately external assembly point(s) during an emergency. They fulfill a secondary role by collecting information from teachers and other staff on missing students or unaccounted for individuals (including contractors, vendors, substitute staff, or persons who were signed into the building as visitors) for emergency responders.	
Recorder	Secretary	The Recorder is responsible for collecting detailed information from the beginning to the end (recovery phase) of an incident. Multiple recorders can be assigned to a BRT and activated in an incident. One recorder may work with the Principal and another may work with the BRT Leader.	

Alternate/Additional BRT Members may be assigned based on school size or campus needs, and should be recorded/attached.

Principal(s)

EXTERNAL SUPPORTS
Borough Safety Director
Director/ Deputy of Facilities
Superintendent and Support Teams

INTERNAL SUBJECT MATTER EXPERTS
School Safety Agents
Nurse
Custodial Engineer

These individuals are NOT part of the BRT but will work closely with the BRT Incident Assessor in all incidents (facility, health, and criminal)

BRT Leader

LYFE Center SNC where applicable

Special Needs Coordinator (SNC) **

Emergency Officer (EO) **

Incident Assessor (IA) **

Assembly Point Coordinator (APC) **

Recorder (Rec) **

D75 SNC where applicable

Teachers, Staff, & Students

School/Campus _____ Address _____ Primary Phone _____ Principal (s) _____