

BUILDING RESPONSE TEAM **BRT**

OVERVIEW

BRT OVERVIEW

Building Response Teams (BRTs) are emergency information and action management teams that exist within each school or non-school building.

The BRT members form the school's core emergency response group and are selected by the Principal to handle all school or student-related emergency incidents and conditions.

On average, BRTs will consist of five members; however, BRT size will be determined on a case-by-case basis.

For Campus Structures, there will be one BRT for the campus with representation from each school.

As members of the BRT, these employees are trained to collect and provide accurate information on an incident.

BRT Team Members are not First Responders!

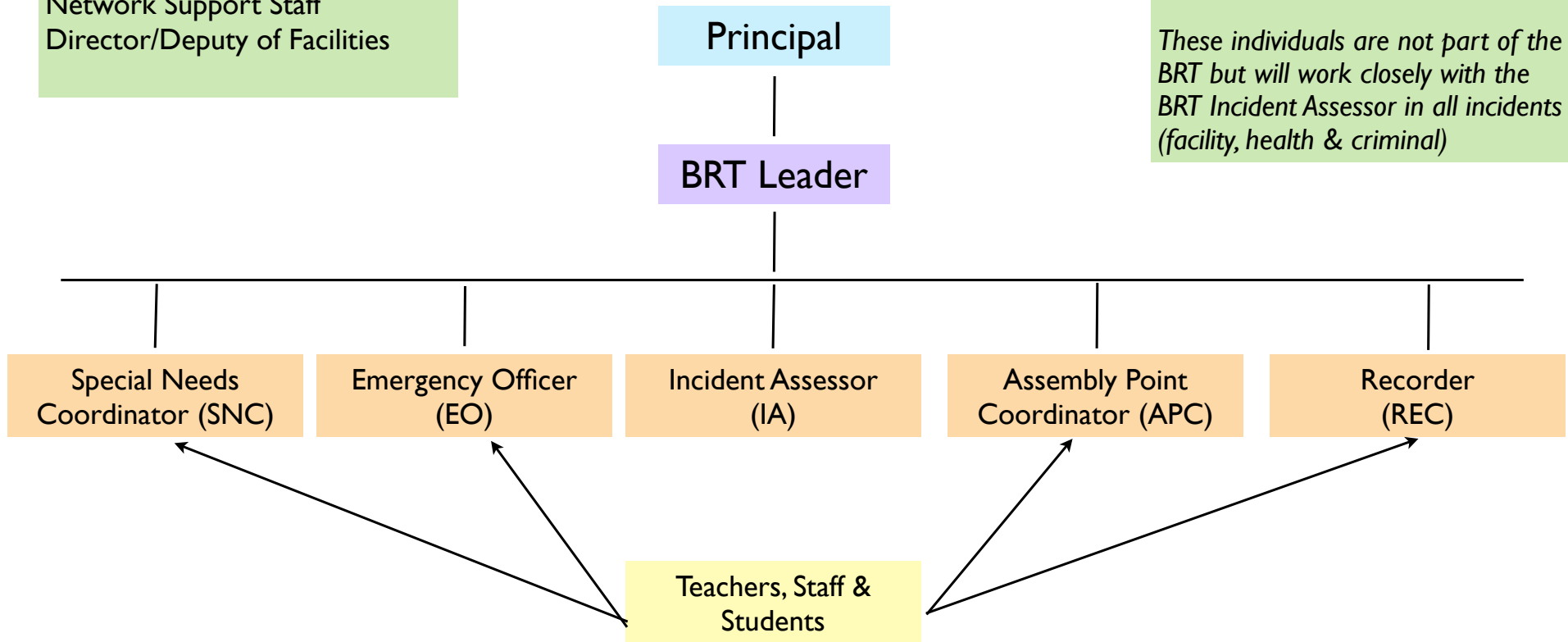
EXTERNAL SUPPORTS

Borough Safety Director
Network Support Staff
Director/Deputy of Facilities

INTERNAL SUBJECT MATTER EXPERTS

SSAs, Nurse, Custodial Engineers

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



NOT every member of the BRT needs to be activated for every incident. The BRT Leader & the Principal decide who on the team should be activated based on the emergency.

BRT OVERVIEW

Brief Role Descriptions

BRT LEADER

Possible Staff Assigned: AP, Lead Dean

Role: *Provide leadership and guidance to BRT members during an emergency.*

Emergency Officer

Possible Staff Assigned: AP, Counselor, Lead Dean

Role: *Provide any support required from the BRT and relay information between BRT members, the BRT Leader and the Principal during an incident*

BRT OVERVIEW

Brief Role Descriptions

Incident Assessor

Possible Staff Assigned: *Nurse, health aide, custodial staff, AP, Dean*

Role: *Conduct an on-scene first assessment of the incident or emergency to assess the severity of the situation*

Special Needs Coordinator

Possible Staff Assigned: *AP, IEP Coordinator, Lead SpED*

Role: *Primary point of contact when issues with special needs students and staff arise during an emergency. Collect information on missing individuals with special needs.*

BRT OVERVIEW

Brief Role Descriptions

Assembly Point Coordinator

Possible Staff Assigned: *Parent Coordinator, Dean, Supervising Aide, School Secretary*

Role: *Coordinates the relocation of staff, teachers and students to either an internal or external assembly point(s) during an emergency*

Recorder

Possible Staff Assigned: *Secretary, Aide*

Role: *The recorder is responsible for collecting all essential information from the scene*

BRT OVERVIEW

Emergency Responses

Shelter - In	
STUDENTS are trained to	<ul style="list-style-type: none">- Remain inside the building- Conduct business as usual- Respond to specific staff directions
TEACHERS are trained to	<ul style="list-style-type: none">- Increase situational awareness- Conduct business as usual- The Shelter-In directive will remain in effect until hearing the “All Clear” message, “The Shelter-In has been lifted!” followed by specific directions

EMERGENCY RESPONSES

BRT OVERVIEW

Emergency Responses

SOFT/HARD LOCKDOWN

STUDENTS

are trained to

- Move out of sight and maintain silence

TEACHERS

are trained to

- Check the hallways outside the of their classrooms for students, lock classroom doors, and turn the lights off
- Move away from sight and maintain silence
- Wait for first responders to open door or the “All Clear” message “**The Lockdown has been lifted**” followed by specific directions
- Take attendance and account for missing students by contacting the main office

BRT OVERVIEW

Emergency Responses

EVACUATE

STUDENTS

are trained to

Leave belongings behind and form a single file line. In cold weather, students should be reminded to take their coats while leaving the classroom. Student in PE class will no return to the classrooms to get their coats. Students without proper outdoor attire will be secured in a warm location as immediately as possible.

TEACHERS

are trained to

- Grab evacuation folder (with Attendance Sheet & Assembly Cards)
- Lead students to evacuation location as identified on Fire Drill Posters. **Always listen for additional directions!**
- Take attendance and account for students
- Report injuries, problems, or missing students to school staff and first responders using the Assembly Card method

BRT OVERVIEW

Emergency Responses

LOCKDOWNS

SOFT

Implies that there is no identified imminent danger to the sweep teams. Administrative teams, BRTs, and School Safety Agents will mobilize at the designated command post for further directions.

HARD

Implies that imminent danger is known and **NO ONE** will engage in any building sweep activity. All individuals, including School Safety Agents will take appropriate lockdown action and await the arrival of first responders.

NEXT STEPS

- BRT members complete FEMA emergency courses by 06/30
- **BRT training in late August (Training Day TBD)**
- Determine BRT Command Post Location
- **BRT team trains all school staff - September**
- Color Code evacuation routes (late August/SEPT)
- **Update School Safety Plan**
- Determine Evacuation Site(s)
- **Create Assembly Cards, Evacuation Folders**
- Create Safety Procedures Folder for Sub.Teachers
- **Place a first aid kit in each classroom**
- Vests & Supplies Bags
- **PRACTICE drills during the year**