**Appendix A**

**As an incident escalates from a minor to critical – Additional resources are deployed to assist manage the response and coordinate business continuity/recovery**

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| **SUMMARY OF EMERGENCY MANAGEMENT ROLES** |

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| **OPERATIONAL (RESPONSE) PERSONNEL (on-the-ground)** | | | | |  | **STRATEGIC PERSONNEL** | | |
| **ECO (Wardens)** |  | **SECURITY** |  | **INCIDENT RESPONSE TEAM (IRT)** |  |  |  | **IMTG** |
| **Warden network**  **(in every building)**   * **Chief Wardens (Deputies) (Lead)** * **Wardens** |  | * **Manager Security and/or** * **Security staff on duty** |  | **North Terrace**   * Manager Security (Lead) * Operations Manager, Service Delivery * Security, Supervisor * Relevant ECO networks   **Waite and Roseworthy Campus**   * Waite/Roseworthy Facility Manager (Lead) * Security Supervisor * Relevant ECO networks   **National Wine Centre**   * Security (North Tce) (Lead) * Security Supervisor (North Tce) * ECO network   **Adelaide Health and Medical Sciences (AHMS)**   * Facilities Manager (Lead) * Security Officer/Supervisor (North Tce) * ECO network |  | **Waite and Roseworthy only**  **Critical Incident Response Team**  **(CIT)**   * Relevant Management representatives based at Roseworthy/Waite   May include, but not limited to:   * Dean of Roseworthy/Waite Campus * Head of School (AVS/AFW) * School Manager (AVS/AFW) * Manager Student Services (Roseworthy) * Roseworthy/Waite, FacilitiesManager and/or Campus Manager.   (NB - other staff/representatives can be co-opted as required.) |  | **Chief Operating Officer**  **(Emergency Director)**   * Director, Infrastructure * Assoc Director, Service Delivery * Chief Information Officer * Deputy Director, Media and Corporate Relations * Associate Director, HSW * General Counsel, Legal & Risk * Exec Director, Division of the DVC&VP (A) * Director, Human Resources * Pro VC, Research Operations * Other personnel co-opted as required  e.g. Campus Manager (Roseworthy & Waite), Chief Financial Officer. |
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| Take timely and appropriate initial response to any emergency situation in area(s) of responsibility in accordance with the procedures outlined in the Emergency Evacuation Plan.  ([Warden Manual](https://www.adelaide.edu.au/infrastructure/services/emergency-management/emergency-management-information)) |  | Assist and communicate with the Emergency Services.  Ongoing assessment of the threat.  Provide ongoing liaison between the Emergency Services and ECO network(s).  Manage access to the campus. |  | Assist the ECO and co-ordinate the University’s response “on the ground”.  Ongoing assessment of the threat.  Determine if additional resources are required and advise the Emergency Director.  Provide ongoing updates re emergency status to Emergency Director. |  | Co-ordinate provision of additional resources at Waite/Roseworthy if needed.  Commence business continuity/recovery.  Liaise with the Emergency Director. |  | Communicate/liaise with SAPOL/MFS forward command and Emergency Services media operations.  Draft and disseminate timely University communications and updates using multi media options.  Co-ordinate provision of additional resources to IRT (if required).  Manage media.  Oversee business recovery efforts and  liaise with VC&P. |
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|  | **If requested by the Emergency Director, Manager Security or Facility Manager**  Provide operational assistance to the IRT “on the ground”. |