

Appendix A

SUMMARY OF EMERGENCY MANAGEMENT ROLES

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

OPERATIONAL (RESPONSE) PERSONNEL (on-the-ground)

ECO (Wardens)

Warden network (in every building)

- Chief Wardens (Deputies) (Lead)
- Wardens

SECURITY

- Manager Security and/or
- Security staff on duty

INCIDENT RESPONSE TEAM (IRT)

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)
- FCO network

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.



STRATEGIC PERSONNEL

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, Facilities
 Manager and/or Campus Manager.

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 Manager and Manager and Manager.

 Manager and Manager

(NB - other staff/representatives can be co-opted as required.)

Co-ordinate provision of additional resources at Waite/Roseworthy if needed. Commence business continuity/recovery. Liaise with the Emergency Director.



If requested by the Emergency Director, Manager Security or Facility Manager

Provide operational assistance to the IRT "on the ground".

IMTG

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.

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.

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)

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.

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 Emergency Management
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