

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS CENTER**

Job Description

CARE AND SHELTER UNIT LEADER

WHEN INSTRUCTED BY THE DISTRICT EOC THAT THE SITE HAS BEEN DESIGNATED AS A RED CROSS SHELTER, A CARE AND SHELTER LEADER SHOULD BE APPOINTED.

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the District.
- ▶ Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- ▶ Assist the American Red Cross with mass care.
- ▶ Assist Red Cross in the Supervision of the Care & Shelter Unit.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

OPERATIONAL PHASE:

- ▶ Establish and maintain your position log and other necessary files.
- ▶ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- ▶ Assist Red Cross representatives with establishing communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- ▶ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- ▶ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- ▶ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- ▶ Complete and maintain the Care and Shelter Status Report Form.
- ▶ Refer all contacts with the media to the Public Information Officer.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- ▶ As provided by the American Red Cross.