

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Communication/Student Accounting Procedures

COMMUNICATION/STUDENT ACCOUNTING - SITES

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ **Recordkeeper:**
 - Maintain time log of all actions/reports.
 - Record content of all radio communication with District EOC.
 - Record verbal communication for basic content.
 - Log in all written reports.
 - File all reports for reference (file box).
- Important:** A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records – **they are legal documents.***
- ▶ **Staff and Student Accounting:**
 - Receive accounting forms.
 - Check off staff roster.
 - Report missing persons and site damage to the Incident Commander.
 - Report first aid needs to Medical Team Leader.
 - File forms for reference
 - Compile list of students “missing” for student request gate & update periodically.
 - Compile list of students “in first aid” for student request gate (using Medical Treatment Victim Log periodically received from medical treatment area) and update this list regularly.
- ▶ **Site Recorder (Map):**
 - Mark site map appropriately as related reports are received. This includes but not limited to Search and Rescue reports and damage updates and gives concise picture of campus.
 - Preserve map as legal document. (**Note:** *After a true disaster, the Burbank Police Department Evidence Technician can be contacted to take photographs of the maps.*)
- ▶ **Communications: (Radios or runners)**
 - Advise Search and Rescue Team Leader of injuries, hazards, etc. before teams leave for search.
 - Communicate with all Search and Rescue teams via campus radios.
 - Keep verbiage simple**
 - Communicate with District EOC per District policy.
 - Other radio communications as required.

- Monitor local emergency radio station (1620 AM)

EQUIPMENT/SUPPLIES:

- ▶ Accounting forms
- ▶ AM/FM radio
- ▶ Command table and chairs
- ▶ Command tote tray (paper, pens, supplies)
- ▶ District identification badge, clearly visible
- ▶ File Box
- ▶ Job description clipboards
- ▶ Pens, pencils
- ▶ Recordkeeping clipboard with paper
- ▶ Site map
- ▶ Staff roster
- ▶ Two-way radios**
- ▶ Vest (Em[ployees wear green; runners/volunteers wear orange)

** **Remember:** If you are NOT acknowledged, you have not been heard. Repeat your transmission, aware of other simultaneous transmissions.

COMMUNSTUACCT.

8/02