

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS CENTER**

**Job Description**

**EOC COORDINATOR**

Position initially assumed by classified staff available; ideally assumed by pre-designated classified management, coordinators, or supervisors.

**RESPONSIBILITIES:**

- ▶ The goals of creating a safe environment are to maintain rescuer safety and to remove victims as quickly as possible while minimizing additional injury.
- ▶ Facilitate the overall functioning of the Burbank Unified School District EOC.
- ▶ Assist and serve as an advisor to the EOC Director and general staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.
- ▶ Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
- ▶ Watch for signs of stress in staff.

**ACTIVATION STAGE:**

- ▶ Follow Activation/Demobilization Generic checklist.
- ▶ Assist the EOC Director in determining appropriate staffing for the EOC.
- ▶ Provide assistance and information regarding section staffing to all general staff.

**OPERATIONAL STAGE:**

- ▶ Assist the EOC Director and the general staff in developing an overall strategic objective as well as section objectives for the action plan.
- ▶ Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ▶ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC action plan.
- ▶ Provide overall procedural guidance to general staff as required.
- ▶ Provide general advice and guidance to the EOC Director as required.
- ▶ Ensure that all notifications are made to the City EOC.

- ▶ Ensure that all communications with appropriate emergency response agencies is established and maintained.
- ▶ Assist the EOC Director in preparing for and conducting briefings with management staff, Board members, the media, and the general public.
- ▶ Assist the Liaison Officer with coordination of all EOC visits.
- ▶ Provide assistance with shift change activity as required.

**DEMOBILIZATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.

**EQUIPMENT/SUPPLIES:**

- ▶ District identification badge, clearly visible
- ▶ Clipboard
- ▶ Directory of Schools
- ▶ Employee List – District Office
- ▶ EOC Team Assignments
- ▶ Hi-Liter
- ▶ Job Descriptions
- ▶ Map of City
- ▶ OES Templates of ordinances, resolutions and other legal requirements Pencils/Pens
- ▶ Post-Its
- ▶ Radio (two-way)
- ▶ Radio Communications List
- ▶ Scotch Tape
- ▶ Scratch Pads
- ▶ Sector List
- ▶ Spiral Notebooks
- ▶ Staple Remover
- ▶ Stapler
- ▶ Telephone Extension List
- ▶ Vest (Employees wear green; runners/volunteers wear orange)