

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC DIRECTOR

Position initially assumed by highest ranking staff available; ideally assumed by the Superintendent, Directors or Coordinators.

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.
- ▶ Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- ▶ Exercise overall management responsibility for the coordination among the school sites, the District EOC, the City EOC, and other public or private agencies as appropriate. In conjunction with the general staff, set priorities for response efforts and ensure that all actions are accomplished within the priorities established.
- ▶ Ensure that coordination is accomplished effectively with the site incident command posts.
- ▶ Watch for signs of stress in staff.

ACTIVATION STAGE:

- ▶ Determine appropriate level of activation based on situation as known.
- ▶ Mobilize appropriate personnel for the initial activation of the EOC.
- ▶ Respond immediately to the EOC site and determine operational status.
- ▶ Obtain briefing from whatever sources are available.
- ▶ Ensure that the EOC is properly set up and ready for operations.
- ▶ Ensure that EOC check-in procedure is established immediately.
- ▶ Ensure that an EOC organization and staffing chart is posted and completed.
- ▶ Determine which sections are needed, assign team leaders as appropriate and ensure they are staffing their teams as required.
 - Operations Section Chief
 - Planning & Intelligence Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief

- ▶ Determine which management section positions are required and ensure they are filled as

soon as possible:

- Liaison Officer
- Public Information Branch Coordinator
- Security Officer
- EOC Coordinator
- Safety Officer

- ▶ Ensure that telephone and/or radio communications with the site incident command posts are established and functioning.
- ▶ Schedule the initial action-planning meeting.
- ▶ Assign a liaison officer to coordinate outside agency response to the District EOC and to assist as necessary in establishing an Interagency Coordination Group.

OPERATIONAL STAGE:

- ▶ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ▶ In conjunction with the Public Information Team conduct news conferences and coordinate media releases with the District Public Information Officer.
- ▶ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ▶ Based on current status reports, establish initial strategic objectives for the EOC.
- ▶ In coordination with management staff, prepare management function objectives for the initial action-planning meeting.
- ▶ Convene the initial action-planning meeting. Ensure that all section chiefs, management staff and other key representatives are in attendance. Ensure that appropriate action planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- ▶ Once the action plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- ▶ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ▶ Conduct periodic briefings for elected officials (board members).
- ▶ Formally issue Emergency Proclamation for the school District and coordinate local government proclamations with other emergency response agencies, as appropriate.
- ▶ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

DEMOBILIZATION STAGE:

- ▶ Authorize demobilization of sections, teams and units when they are no longer required.
- ▶ Notify the site incident command posts and other appropriate organizations of the planned

demobilization as appropriate.

- ▶ Ensure that any open actions not yet completed will be handled after demobilization.
- ▶ Ensure that all required forms or reports are completed prior to demobilization.
- ▶ Be prepared to provide input to the after action report.
- ▶ Deactivate the EOC at the designated time, as appropriate.
- ▶ Proclaim termination of the emergency response and proceed with recovery operations.

EQUIPMENT/SUPPLIES:

- ▶ Laptop Computer (if being used)
 - “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- ▶ Clipboard
- ▶ Directory of Schools
- ▶ District identification badge, clearly visible
- ▶ Employee List -District Office
- ▶ EOC Team Assignments
- ▶ Hi-Liter
- ▶ Job Descriptions
- ▶ Map of City
- ▶ 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)