

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC DOCUMENTATION TEAM/UNIT

RESPONSIBILITIES:

- ▶ Collect, organize and file all completed event or disaster related forms just prior to the end of the operational period. These forms to include:
 - All EOC/site position logs, situation status reports
 - Action plans and any other related information
- ▶ Provide document reproduction services to staff.
- ▶ Distribute the District EOC situation status reports, action plans, and other documents, as required.
- ▶ Maintain a permanent electronic archive of all situation reports and action plans associated with the event or disaster.
- ▶ Assist the EOC Coordinator in the preparation and distribution of the after-action report.
- ▶ Supervise the Documentation Unit.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic Checklist.

OPERATIONAL STAGE:

- ▶ Maintain a position log.
- ▶ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- ▶ Meet with Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ▶ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ▶ Reproduce and distribute the situation status reports and action plans. Ensure distribution is made to the District EOC.
- ▶ Keep extra copies of reports and plans available for special distribution as required.
- ▶ Set up and maintain document reproduction services for the EOC.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

