Position assumed by maintenance and operations or facilities staff available.

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.
▶ Deploy District office inspection teams to inspect District office buildings.
▶ Receive and review reports of any street or road closures throughout the City.
▶ Assist other teams, and units as needed.
▶ Based upon inspection reports from school sites, assess damage and coordinate the repair of damage at sites, if possible.
▶ Provide detailed damage/safety assessment information to the Operations Chief with associated loss damage estimates.
▶ Maintain detailed records on damaged areas and structures.
▶ Assist in recovery of District facilities by proposing possible options for repairs.
▶ Coordinate with contractors to do job walks to obtain costs to make repairs for recovery.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
▶ Provide an initial situation report to the Operations Chief.
▶ Based on the initial EOC Section strategic objectives, prepare objectives for the Inspection Team and provide them to the Operations Chief.

OPERATIONAL STAGE:

▶ Ensure that team and unit position logs and other necessary files are maintained.
▶ Maintain current status on all inspection activities being conducted in the District.
▶ Ensure that damage and safety assessments are being carried out for all school sites.
▶ Request mutual aid as required through the City EOC.
Coordinate debris removal services as required.

Provide the Operations Chief and the Planning/Intelligence Chief with an overall summary of Inspection Team activities periodically during the operational period or as requested.

Coordinate all fiscal and administrative requirements through the Finance/Administration Section of the District EOC (notification of any emergency expenditures and daily time sheets).

Refer all contacts with the media to the Public Information Officer.

Prepare objectives for the Inspection Team for the subsequent operations period; provide them to the Operations Chief prior to the end of the shift and the next action planning meeting.

Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, team objectives for the next operational period, and any other pertinent information.

Provide to the Operations Chief, the detailed damage/safety assessment information, including estimate of value of the losses.

Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.

Initiate requests for engineers and building inspectors through the District EOC.

Determine who the contact person will be at each site requesting assistance.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- Clipboard
- District identification badge, clearly visible
- Guidelines for Inspection Team Members:
  - Rapid Evaluation of Buildings
  - Guidelines for Site Custodians
- Hard hat
- Pencils
- Permanent Sharpie Markers
- School site inspection check-off list
- Team Inspection Package
- Two-way radio
- Vest (Employees wear green; runners/volunteers wear orange)