

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC INSPECTION TEAM LEADER

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)