BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS

Job Description

EOC INSPECTION TEAM

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.
▶ Survey all District office facilities, assessing the damage and coordinating the repair of damage to District facilities.
▶ Survey all other infrastructure systems within the District.
▶ Collect initial damage/safety assessment information from other teams/units within the Operations Section.
▶ Respond as directed, to other sites.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic Checklist.
▶ Provide an initial situation report to the Inspection Team Leader.

OPERATIONAL STAGE:

▶ Ensure that team and unit position logs and other necessary files are maintained.
▶ Maintain current status on all inspection activities being conducted at the site.
▶ Provide the Inspection Team Leader with an overall summary of Inspection Team activities periodically during the operational period or as requested.
▶ Ensure that all inspection status reports, as well as the initial damage estimation are completed and maintained.
▶ Refer all contacts with the media to the Public Information Officer.
▶ Keep the Inspection Team Leader informed of the inspection and engineering assessment status.
▶ 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.
DEMOBILIZATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

▶ Building Inspection Check-Off List
▶ Clipboard
▶ District identification badge, clearly visible
▶ Dust Masks
▶ Flashlight
▶ Gloves
▶ Goggles
▶ Green/Yellow/Red Inspection Notices
▶ Guidelines for Inspection Team Members:
  • Rapid Evaluation of Buildings
  • Guidelines for Site Custodians
▶ Hard hat
▶ Master Keys
▶ Pencils
▶ Permanent Sharpie Marker
▶ Team Inspection Package
▶ Two-way Radio
▶ Vest (Employees wear green; runners/volunteers wear orange)