

**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)

INSPECTM
8/02