

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC OPERATIONS SECTION CHIEF

Position initially assumed by any available administrator or classified staff available; ideally assumed by Chief Facilities and Development Superintendent or other District administrator.

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.
- ▶ Manage the direct response to the disaster which can include the following:
 - Site facility check/security
 - Search and Rescue
 - Medical
 - Sector Coordinators
 - Unit Coordinators
 - Communications
 - Utilities
 - Radio Operators
- ▶ Ensure that the Operations function is carried out including coordination of response for all operational functions assigned to the District EOC.
- ▶ Establish the appropriate level of team organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- ▶ Exercise overall responsibility for the coordination of unit activities within the Operations Section.
- ▶ Provide the Planning/Intelligence Section with sector or site status reports and major incident reports.
- ▶ Conduct periodic Operations briefings for the EOC Director as required or requested.
- ▶ Watch for signs of stress in staff.
- ▶ Overall supervision of the Operations Section.

ACTIVATION STAGE:

- ▶ Check in with EOC Director for situation/safety briefing.
- ▶ Obtain necessary equipment and supplies from Logistics.
- ▶ Put on position identifier, such as vest, if available.

- ▶ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ▶ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- ▶ Based on the situation, activate appropriate teams/units within the section and designate team leaders as necessary:
 - Search & Rescue Team
 - Medical Team
 - Inspection Team
 - Communications Team
 - Utilities Team
- ▶ Obtain a current communications status briefing from the Communications Team Leader.
- ▶ Obtain estimated times of arrival of additional team staff from the Personnel Unit in Logistics.
- ▶ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- ▶ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.
- ▶ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

OPERATIONAL STAGE:

- ▶ Assume the duties of all operations positions until staff is available and assigned.
- ▶ After staff is assigned, brief them on the situation and supervise their activities, utilizing the position checklists.
- ▶ If additional supplies or staff is needed for the Operations Section, notify Logistics.
- ▶ Appoint Search and Rescue Team Leader to direct the search and rescue operations if necessary.
- ▶ As information is received from operations staff, pass it on to the Planning & Intelligence Section and/or the EOC Director.
- ▶ Inform the EOC Director of Operations tasks and priorities.
- ▶ Brief the EOC Director on all major incidents.
- ▶ Ensure that a major incident report for all major incidents is prepared and a copy is forwarded to the Planning/Intelligence Section.
- ▶ Brief Sector Coordinators periodically on any updated information you may have

received.

- ▶ Ensure that situation and resource information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including team status reports and major incident reports.
- ▶ Share status information with other teams as appropriate.
- ▶ Make sure that the Operations staff are following standard procedures, utilizing appropriate safety gear, and documenting their activities.
- ▶ When additional staff arrive, brief them on the situation, and assign them as needed.
- ▶ Ensure that all section personnel are maintaining their individual position logs.
- ▶ Operations staff that are taking information will just obtain the information and record and prioritize needs.
- ▶ If a site is contacted and there is no answer, the Operations Chief will direct Maintenance and Operations to be called and a crew sent out to the site. The crew will call the EOC back upon their findings.
- ▶ Refer all media contacts to the Public Information Officer.
- ▶ Operations Chief's decisions are District-based. Decisions that are more global and effect the District as a whole will probably be made collectively.
- ▶ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ▶ Work closely with each Sector Coordinator to address the Operations Section objectives, as defined in the current action plan.
- ▶ Ensure that the teams coordinate all resource needs through the Logistics Section.
- ▶ Require that intelligence information from Sector Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ▶ Coordinate fiscal and administrative requirements through the Finance/Administration Section of the District EOC (notification of emergency expenditures and daily time sheets).

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- ▶ Laptop Computer (if being used)
 - “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- ▶ City Maps
- ▶ Clipboard
- ▶ Directory of Schools
- ▶ District Office Map
- ▶ District Identification Badge, clearly visible
- ▶ Employee List – District Office

- ▶ EOC Team Assignments
- ▶ Hi-Liter
- ▶ Job Description
- ▶ Organizational Chart – EOC
- ▶ Pencils
- ▶ Pens
- ▶ Personal Journal/Position Logs
- ▶ Post Its
- ▶ Radio Communications List
- ▶ School Site Maps
- ▶ Scissors
- ▶ Scotch Tape
- ▶ Scratch Pads
- ▶ Sector List
- ▶ Sector Map
- ▶ Spiral Notebook
- ▶ Staple Remover
- ▶ Stapler
- ▶ Telephone Extension List
- ▶ Vest – (employees wear green; runners/volunteers wear orange)

OPERCHF
8/02