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.
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 affect 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)