

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

EOC LOGISTICS – PERSONNEL UNIT

RESPONSIBILITIES:

- ▶ Provide personnel resources as requested in support of the District EOC and field operations.
- ▶ Identify, recruit and register volunteers as required.
- ▶ Supervise the Personnel Unit.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

OPERATIONAL STAGE:

- ▶ Establish and maintain personal log and other necessary files.
- ▶ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check-in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ▶ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.
- ▶ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ▶ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training where they are needed, and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ▶ Provide technical support and services to all EOC teams as needed.
- ▶ Maintain a status board or other reference to keep track of incoming personnel resources.
- ▶ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- ▶ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- ▶ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

- ▶ Arrange for childcare services for EOC personnel as required.
- ▶ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- ▶ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

LOGIPERS
8/02