

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC SECURITY OFFICER

Position initially assumed by any available staff; ideally assumed by pre-designated custodial or classified staff member.

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.
- ▶ Provide 24-hour security for the site/District EOC.
- ▶ Control personnel access to the site/District EOC in accordance with policies established by the Incident Commander/EOC Director.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic Checklist.

OPERATIONAL STAGE:

- ▶ Determine the current site/EOC security requirements and arrange for staffing as needed.
- ▶ Determine needs for special access to site/EOC facilities.
- ▶ Provide executive and VIP security as appropriate and required.
- ▶ Provide recommendations as appropriate to Incident Commander/EOC Director.
- ▶ Prepare and present security briefings for the Incident Commander/EOC Director and general staff at appropriate meetings.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

