

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**EOC LOGISTICS – TRANSPORTATION UNIT**

**RESPONSIBILITIES:**

- ▶ Arrange for the acquisition or use of required transportation resources.
- ▶ Supervise the Transportation Unit.

**ACTIVATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.

**OPERATIONAL STAGE:**

- ▶ Establish and maintain a position log and other necessary files
- ▶ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the school sites.
- ▶ Develop a transportation plan, which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.
- ▶ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- ▶ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

**DEMOBILIZATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.