

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

INCIDENT COMMANDER

Position initially assumed by any available administrative staff; ideally assumed by principal or pre-designated administrative staff member.

RESPONSIBILITIES

- ▶ The Incident Commander has overall responsibility for emergency/disaster operations at the site and shall remain at the command post to observe and direct all operations.
- ▶ Ensure the safety of students, staff and others on campus. Lead by example: your behavior sets the tone for staff, students, parents and members of the public who respond to your school.
- ▶ Watch for signs of stress in staff.

ACTIVATION STAGE

- ▶ Assess type and scope of emergency
- ▶ Determine threat to human life and structures.
- ▶ Activate the appropriate site emergency/disaster plan including site lockdown as necessary.
- ▶ Verify that the assembly area is safe.
- ▶ Direct the opening of the disaster bin and Command Post set up.
- ▶ Obtain your personal safety equipment: i.e., hardhat, vest, clipboard (with job description sheet).
- ▶ Develop and communicate an incident action plan with objectives and a time frame to meet those objectives.
- ▶ Activate functions. Using the "Incident Assignments" form, make and record assignments as staff and volunteers become available.
- ▶ Appoint a backup or alternate Incident Commander.
- ▶ Determine need for site evacuation and take appropriate action.
- ▶ Interact with and take direction from Police and Fire Departments.

- ▶ Consider and discuss with the District EOC, options for site relocation if the need arises.

OPERATIONAL STAGE:

- ▶ Mark site map appropriately as related reports are received, giving a concise picture of status of campus.
- ▶ Assess total site situation:
 - View the site map periodically for Search and Rescue progress and damage assessment information.
 - Check with section chiefs and team leaders for periodic updates.
 - Reassign key personnel as needed and provide breaks for all personnel.
- ▶ Report (through communications) to District office on status of students, staff, and campus as needed (site status report).
- ▶ Develop and communicate revised incident action plans as needed.
- ▶ Begin student release when appropriate.

NOTE: No student should be released until student accounting is complete. Never send students home before the end of the regular school day unless directed by the Superintendent of Schools, except individuals on request of parent/guardian.

- ▶ Authorize release of information.
 - Succinct and non-detailed information to public through the Site Information Officer
 - Situation updates to staff through the Site Information Officer
- ▶ Use your backup plan and take regular breaks; 5-10 minutes each hour, relocate away from the Command Post.
- ▶ By law, during a disaster, all District personnel become "disaster workers." Release personnel as appropriate upon completion of necessary tasks relating to the emergency/disaster and according to district guidelines.
- ▶ Monitor local emergency radio station for local news.
- ▶ Remain in charge of the site until redirected or released by the Superintendent of Schools or his designee.

DEMOBILIZATION STAGE:

- ▶ Preserve map as legal document until photographed.
- ▶ Authorize deactivation of teams or units when they are no longer required.
- ▶ At the direction of the Superintendent of Schools, deactivate the entire emergency

response. If the Fire Department, Police Department or other outside agencies calls an "All Clear," contact the District before taking any further action.

- ▶ Ensure that any open actions will be completed after deactivation.
- ▶ Ensure the return of all equipment and reusable supplies to Logistics.
- ▶ Close out all logs. Ensure that all logs, reports, and other relevant documents are completed and provided to the Documentation Unit.
- ▶ Proclaim termination of the emergency and proceed with recovery operations if necessary.

EQUIPMENT/SUPPLIES:

- ▶ AM/FM radio + battery
- ▶ Bullhorn
- ▶ Campus Emergency Planning Guides
- ▶ Campus map
- ▶ Disaster response forms
- ▶ District identification badge, clearly visible
- ▶ Command post tray (pens, etc)
- ▶ Duplicate rosters (2 sets)
- ▶ Emergency/disaster plan
- ▶ Job description clipboards
- ▶ Master keys
- ▶ Staff & student rosters
- ▶ Tables & chairs (if CP is outdoors)
- ▶ Two-way radio
- ▶ Vests (Employees wear green; runners/volunteers wear orange)

