

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

LOGISTICS (STAFFING)

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.
- ▶ Responsible for coordinating the assignment of personnel (staff, students, disaster volunteers) in support of the incident.

ACTIVATION STAGE:

- ▶ Check in with Logistics Chief for situation/safety briefing.
- ▶ Put on position identifier, such as vest, if available.
- ▶ Open three logs to list staff, volunteers, and students who are awaiting assignment.

OPERATIONAL STAGE:

- ▶ Deploy personnel as requested by the Incident Commander.
- ▶ Sign in volunteers, making sure that volunteers are given an I.D. badge and are put on the site disaster volunteer list.
- ▶ Consider the need for child care services for site personnel as required.

DEMOBILIZATION STAGE:

- ▶ Ask volunteers to sign out.
- ▶ At the Logistic Chief's direction, close out all logs and turn them into Documentation.

EQUIPMENT/SUPPLIES:

- ▶ Clipboards with volunteer sign-in sheets
- ▶ Disaster bin or other storage facility and all emergency supplies stored on campus
- ▶ District identification badge, clearly visible
- ▶ Forms:
 - Inventory of emergency supplies on campus
 - List of registered disaster volunteers
- ▶ Job description clipboard
- ▶ Paper, pens