

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

**MANAGEMENT
SECTION**

An emergency/disaster requires constant management. This means that the Incident Commander or EOC Director does not leave the Command Post or EOC without delegating someone to take over. Each commander or EOC Director will constantly assess the situation and know what resources are available. They will determine a strategy for implementing the plan to handle the incident and monitor how well the plan is working and direct all necessary adjustments. The site Incident Commander or District EOC Director must adjust the plan to meet the realities of the situation and make sure that the response is being fully documented for legal and financial reasons.

The Site Incident Commander or District EOC Director is responsible for overall emergency procedures and coordination. He/she communicates and coordinates all response activities through the section chiefs. The Commander or Director is to “stand back and keep hands off.” His/her role is “managing” from the Command Post or EOC. Lead by example, your behavior sets the tone for staff.

The Incident Command Post is used for the centralized coordination of site communication/direction and/or coordination of the emergency/disaster response.

The Emergency Operations Center at the District level is where resource allocations can be made, and responses tracked, communicated and coordinated with the city, school sites and the County Office of Education.