

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**EOC RADIO OPERATORS**

Position initially assumed by classified staff available (alternates, if possible); ideally assumed by pre-designated classified personnel.

**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.
- ▶ Install, activate and maintain two-way radio and telephone resources and services for the District EOC staff as required.
- ▶ Oversee the installation of communication resources within the District EOC.
- ▶ Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- ▶ Ensure that EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- ▶ Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
- ▶ Supervise the communications unit.
- ▶ Watch for signs of stress in staff.

**ACTIVATION STAGE:**

- ▶ Check in with Operations Chief or Sector Coordinator for situation/safety briefing.
- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Based on the situation, activate the necessary units within the Communications Team:
  - Communications Unit
  - Information Systems Unit
- ▶ Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the initial action planning meeting.

### **OPERATIONAL STAGE:**

- ▶ Ensure that communication unit position logs and other necessary files are maintained.
- ▶ Continually monitor and test the activated radio and telephone systems. Keep the Sector Coordinators informed of system failures and restoration activities.
- ▶ Keep all sections informed of the status of communications systems, particularly those that are being restored.
- ▶ Coordinate with all EOC team/units regarding the use of all communication systems.
- ▶ Ensure that the EOC Communications Center is activated to receive and direct all events or disaster related communications to appropriate destinations within the EOC.
- ▶ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ▶ Ensure that communications links are established with activated EOC within the school District, as appropriate.
- ▶ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ▶ Meet periodically with Operations Chief to ensure that radio frequencies are adequate. Make modifications accordingly.
- ▶ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ▶ Keep the Logistics Section Chief informed of the status of communications systems.
- ▶ Refer all contacts with the media to the Public Information Team.

### **DEMOBILIZATION STAGE:**

- ▶ Follow the Activation/Demobilization Generic checklist.

### **EQUIPMENT/SUPPLIES:**

- ▶ Laptop Computer (if being used)
  - “Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
- ▶ Clipboards
- ▶ Directory of Schools
- ▶ District identification badge, clearly visible
- ▶ Employee List – District Office
- ▶ EOC Team Assignments
- ▶ Personal Journal/Position Logs
- ▶ Post Its
- ▶ Radio Communications List

- ▶ Scissors
- ▶ Scotch Tape
- ▶ Scratch Pads
- ▶ Sector List
- ▶ Spiral Notebooks
- ▶ Staple Remover
- ▶ Stapler
- ▶ Telephone Extension List
- ▶ Vest (Employees wear green; runners/volunteers wear orange)

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