

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

SEARCH AND RESCUE TEAM LEADER

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ Determine the scope of the search and rescue mission.
- ▶ Get keys to key box (in disaster bin)
- ▶ Assist in mobilizing Search and Rescue Teams at the request of the Site Operations Chief.
- ▶ Visually check clothing of team members. Using your own discretion, if team members are not appropriately dressed (long sleeves, flat shoes, etc.)for search and rescue, re-assign to another task.
- ▶ Ensure that deployed teams are provided with adequate support.
- ▶ Direct the Search and Rescue Team.
- ▶ Provide regular updates to Site Operations Chief.
- ▶ Watch for signs of stress in staff.

ACTIVATION STAGE

- ▶ Check in with Operations Chief for situation/safety briefing.
- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ From disaster bin, obtain:
 - Site keys
 - Appropriate clipboard containing Search and Rescue “assignment” sheet.
- ▶ Once supplies are obtained, designate location for teams to meet for assignments.
- ▶ Send teams to disaster bin to get outfitted with search and rescue gear, reminding them to check with you before starting search. Once outfitted, assign areas to be searched.
- ▶ Attach master key sets to each lanyard and assign radio and master key lanyard to each team.
- ▶ Get list of known injured and any damage reports from Site Operations Chief.

- ▶ Make Search and Rescue team assignments based on available manpower, consisting of:
 - Minimum two persons per team.
 - One experienced person on each team, if possible
- ▶ Review necessary equipment with teams (consult Search and Rescue Assignment Sheet)
- ▶ Advise each team of known injuries or damage in their search area.
- ▶ Provide site Operations Chief with the names of Search and Rescue team members.

OPERATIONAL STAGE:

- ▶ Establish and maintain position log and other appropriate files.
- ▶ Work closely with Site Operations Chief to determine the scope of search and rescue assistance required.
- ▶ As directed by Site Operations Chief, provide search and rescue support as requested by other emergency response agencies (Police, Fire, etc.).
- ▶ Establish radio or cell-phone communication with the Site Operations Chief to determine the scope of the search.
- ▶ Verify two-way radio operations by conducting a quick radio check once team is approximately 50 feet away.
- ▶ Perform visual check of outfitted team before team leaves location. Teams must wear sturdy shoes and safety equipment.
- ▶ Record names and assignments before deploying team.
- ▶ Dispatch teams to known hazards or situations **first**, then to search the campus using specific planned routes. Send a specific map assignment with each team.
- ▶ Remain near Site Operations Chief and be in radio contact with Search and Rescue teams.
- ▶ Record all teams' progress and reports on site map, keeping Site Operations Chief informed of problems. When a room is reported clear, mark a "C" on the map.
- ▶ If injured students are located, consult Site Operations Chief for response. Utilize transport teams as needed.
- ▶ Record exact location of damage and triage tally (I=Immediate, M=Minor, D=Delayed, UF = Unconfirmed Fatality on map)
- ▶ Keep radio communication brief, simple and clear. Use no coded terms or language. Refer to "Use of Radio System" instructions. *
- ▶ Coordinate with Medical Team to provide on-site assistance to extricated victims requiring medical treatment.
- ▶ Coordinate with the Morgue Unit to provide on-site assistance in managing fatalities at search locations.

- ▶ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

DEMOBILIZATION STAGE:

- ▶ Record the return of each Search and Rescue team. Direct them to return equipment and report for additional assignment to other teams as necessary.
- ▶ Provide maps and logs to the Documentation Team.

EQUIPMENT/SUPPLIES:

- ▶ District identification badge, clearly visible
- ▶ Hard hat
- ▶ Lanyard with master key sets
- ▶ Search and rescue Team Leader clipboard containing:
 - “Buddy List”
 - Faculty “Preferred Assignment” List
 - Search and Rescue Team Assignment Sheet with check sheet
 - Pencil/Pen
- ▶ Two-way radio
- ▶ Vest (Employees wear green; runners/volunteers wear orange)

***REMEMBER:** If you are not acknowledged, you have not been heard. Repeat your transmission, and be aware of other simultaneous transmissions.