Position initially assumed by Directors, administrative or classified staff available; ideally assumed by pre-designated Sector Coordinators or alternates.

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.
- Watch for signs of stress in staff.
- Gather information reported to communications/radio operators and disburse as appropriate.
- Oversee the communications team within the assigned sector.
- Ensure that Communications Center is established and that information is passed along smoothly.

ACTIVATION STAGE:

- Check in with Operations Chief for situation/safety briefing.
- Follow the Activation/Demobilization Generic checklist.
- If all Sector Coordinators are not available, be prepared to assume the responsibility of more than one sector.
- Begin transferring of information to Operations concerning all school sites in assigned sector.

OPERATIONAL STAGE:

- Ensure that all team position logs and necessary files are maintained.
- Continually monitor radio operators and messages received.
- Coordinate with EOC teams/units regarding status of school sites.
- Transfer information as it is received to Operations Section.
- Receive information back from Operations to relay to schools.
- Assist in decision-making regarding school site conditions and actions necessary to protect the staff and students of the school site.
Meet periodically with Operations Chief to ensure that information is flowing properly and efficiently.

Refer all contacts with the media to the Public Information Team.

Make decisions that do NOT affect the entire District – just individual sites.

Keep the Logistics Section Chief informed of the status of communications systems.

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)
- Burbank Map
- Clipboard
- District identification badge, clearly visible
- Directory of Schools
- Employee List – District Office
- EOC Team Assignments
- Headsets (two pair per sector)
- Hi-Liter
- Pens
- Personal Journal/Position Logs
- Post-Its
- Radios with Foot Pedals
- Scissors
- Scratch Pads
- Sector List
- Spiral Notebook
- Staple Remover
- Stapler/Staples
- Telephone Extension List
- Vest (Employees wear green; runners/volunteers wear orange)