

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC SECTOR COORDINATORS

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)