RESPONSIBILITIES:

▶ Provide for safety of staff and students.
▶ Take no action that will endanger yourself.
▶ Report to and help set up of “Command post” (CP).
▶ Wear hard hat, identification vest, and District identification badge, clearly visible.
▶ Assess the status of utilities, provide Utility Status Reports as required.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

OPERATIONAL STAGE:

▶ Establish and maintain a position log and other necessary files.
▶ Take appropriate shutdown tools, job description clipboard and radio.
▶ Keep the unit leader informed of the restoration status.
▶ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
▶ As you do the following, be alert – report any damage to the team leader:
  • Locate/control/extinguish fires as necessary.
  • If necessary, shut down gas supply.
  • Shut down water and electrical only if advised to do so by unit leader.
  • Post HAZARDOUS AREA – DO NOT ENTER - KEEP OUT tape around damaged or hazardous areas.
  • Verify that campus is “locked down” and report same to unit leader via radio.
  • Advise Command Post of all actions taken for information and proper logging.
  • Route fire, rescue, police, etc. as appropriate.
  • Report back to unit leader for reassignment including:
    - Assist in set-up of student release if requested.
    - Assist in set up of toilet facilities
    - Assist in other duties as assigned

DEMOBILIZATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
EQUIPMENT/SUPPLIES:

▶ Bucket or backpack with:
  • Flashlight
  • "CAUTION" tape
  • Goggles
  • Dust Masks
  • Gloves
  • First Aid kit
▶ Campus 2-way radio
▶ Clipboard with job description and activation phase checklist
▶ District identification badge, clearly visible
▶ Hard hat
▶ Master key(s)
▶ Shutoff tools – gas & water
▶ Toilet set-up supplies (see diagram)
  • Rolls 12-gauge wire
  • Steel Clamps
  • Black polyethylene sheeting
  • Portable “jons”
  • Spare “jon” bags
  • 5-gallon urinal buckets
  • Toilet paper holders and toilet paper
  • Toilet chemicals
▶ Vest (Employees wear green; runners/volunteers wear orange)