

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

SECURITY/UTILITIES UNIT

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)

SECUTITM
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