

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

SITE INSPECTION TEAM LEADER

Position initially assumed by any available maintenance and operations staff member; ideally assumed by pre-designated custodial or campus security staff.

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ Assess area for personal safety before proceeding.
- ▶ Collect initial damage/safety assessment information from other units within the Operations Section.
- ▶ If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the site.
- ▶ Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- ▶ Maintain detailed records on damaged areas and structures.
- ▶ Initiate requests for assistance from the District EOC to inspect structures and/or facilities as needed.
- ▶ Supervise the Site Inspection Team.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.
- ▶ Check in with Operations Chief for situation/safety briefing.

OPERATIONAL STAGE:

- ▶ Establish and maintain a position log and other necessary files.
- ▶ Obtain initial damage/safety assessment information from inspection teams, utilities unit and other teams/units as necessary.
- ▶ Coordinate with the District EOC for additional damage/safety assessment information.
- ▶ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.

- ▶ Clearly label each structure and/or facility inspected in accordance with District policy.
- ▶ Maintain a list of structures and facilities requiring additional immediate inspection or engineering assessment.
- ▶ Initiate all requests for engineers and building inspectors through the District EOC.
- ▶ Keep the District EOC informed of the inspection and engineering assessment status.
- ▶ Refer all contacts with the media to the Site Information Officer or the District EOC Public Information Officer.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- ▶ Building Inspection Check-off List
- ▶ Clipboard
- ▶ District identification badge, clearly visible
- ▶ Guidelines for Inspection
- ▶ Hard hat
- ▶ Report forms
- ▶ Pencils
- ▶ Permanent Sharpie Marker
- ▶ Site map
- ▶ Team Assignment List
- ▶ Two-way radio
- ▶ Vest (Employees wear green; runners/volunteers wear orange)

