

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

LIAISON OFFICER - ICP

Position initially assumed by any available classified staff member; ideally assumed by pre-designated classified staff member.

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ Communicate and assist outside agencies arriving at the site.
- ▶ Oversee all liaison activities.
- ▶ Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- ▶ In conjunction with the District EOC, provide orientations for VIPs and other visitors to the site.
- ▶ Ensure that demobilization is accomplished when directed by the District EOC.

ACTIVATION STAGE:

- ▶ Check in with Incident Commander for a situation/safety briefing.
- ▶ Determine your personal operating location and set up as necessary.
- ▶ Obtain necessary equipment and supplies from Logistics.
- ▶ Put on position identifier such as vest, if available.
- ▶ Open and maintain a position log. Maintain all required records and documentation to support the history of the emergency or disaster.

OPERATIONAL STAGE:

- ▶ Meet and greet outside agency representatives already on site, ensuring that:
 - they have signed in with you (name, agency, position and purpose);
 - they have provided appropriate identification;
 - you collaborate with them on assigned function, work location, communication system and the site incident command system and set-up.
- ▶ Assist Incident Commander in conducting regular briefings for the inter-departmental staff.

- ▶ Maintain a roster of agency representatives located at the site. Roster should include assignment within the command system. Roster should be distributed internally on a regular basis.

DEMOBILIZATION STAGE:

- ▶ At the Incident Commander's direction, deactivate the Liaison Officer position and release staff no longer needed. Direct staff members to sign out through Timekeeping.
- ▶ Return equipment and reusable supplies to Logistics.
- ▶ Close out all logs. Provide logs and other relevant documents to the Documentation Unit.

EQUIPMENT/SUPPLIES

- ▶ Cell phone, if available.
- ▶ Clipboard, paper, pens
- ▶ District identification badge, clearly visible
- ▶ Two-way radio
- ▶ Vest (Employees wear green; runners/volunteers wear orange).