

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

PLANNING & INTELLIGENCE DOCUMENTATION

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.
- ▶ Provide for safety of staff and students.
- ▶ Collection, evaluation, documentation and use of information about the development of the incident and the status of resources.

ACTIVATION STAGE:

- ▶ Check in with the Planning/Intelligence Chief for situation/safety briefing.
- ▶ Obtain necessary equipment and supplies from Logistics.
- ▶ Put on position identifier, such as vest, if available.
- ▶ Determine whether there will be a Finance/Administration Section. If there is none, **the Documentation Clerk will be responsible for maintaining all records of any expenditures as well as all personnel time-keeping records.**

OPERATIONAL STAGE:

- ▶ **Records:**
 - Maintain time log of the incident, noting all actions and reports.
 - Record time and content of two-way radio communication between the Site Incident Command Post and the District Emergency Operations Center (EOC).
 - Log in all written reports.
 - File all reports for reference (file box).

Important: A PERMANENT LOG MAY BE TYPED OR REWRITTEN AT A LATER TIME FOR CLARITY AND BETTER UNDERSTANDING. Keep all original notes and records – **they are legal documents.**

- ▶ **Student and Staff Accounting:**
 - Receive, record, and analyze student accounting forms.
 - Check off staff roster. Compute number of students, staff and others on campus for Situation Analysis. Update periodically.
 - Report missing persons and record site damage.
 - File forms for reference.

DEMOBILIZATION STAGE:

- ▶ Collect and file all paperwork and documentation from deactivating sections.
- ▶ Securely package and store these documents for future use.
- ▶ Return equipment and reusable supplies to Logistics.

EQUIPMENT/SUPPLIES:

- ▶ District identification badge, clearly visible
- ▶ Two-way radio
- ▶ File box(es)
- ▶ Forms:
 - Emergency Time/Situation Report,
 - Sample log
 - Student accounting form
- ▶ Job description clipboard
- ▶ Paper, pens
- ▶ Vest (Employees wear green; runners wear orange)