

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**SITE PLANNING/INTELLIGENCE SITUATION ANALYSIS**

**RESPONSIBILITIES:**

- ▶ Provide for safety of staff and students.
- ▶ Responsible for the collection, evaluation, documentation and use of information about the development of the incident and the status of resources. Maintain accurate site map. Provide ongoing analysis of situation and resource status.

**ACTIVATION STAGE:**

- ▶ Check in with Planning/Intelligence Chief for situation/safety briefing.
- ▶ Obtain necessary equipment and supplies from Logistics.
- ▶ Put on position identifier, such as vest, if available.

**OPERATIONAL STAGE:**

- ▶ **Situation Status (Map):**
  - Collect, organize and analyze situation information.
  - Mark site map appropriately as related reports are received.  
This includes but is not limited to search and rescue reports and damage updates, giving a concise picture status of campus.
  - Preserve map as legal document until photographed.
  - Use area-wide map to record information on major incidents, road closures, utility outages, etc. (This information may be useful to staff for planning routes home, etc.)
- ▶ **Situation Analysis:**
  - Provide current situation assessments based on analysis of information received.
  - Develop situation reports for the Site Incident Command Post to support the action planning process.
  - Think ahead and anticipate situations and problems before they occur.
  - Report only to Site Incident Command Post personnel. Refer all other requests to the Site Information Officer (SIO).**

**DEMOBILIZATION STAGE:**

- ▶ Close Out all logs and turn all documents into Documentation.
- ▶ Return equipment and reusable supplies to Logistics.

**EQUIPMENT/SUPPLIES:**

- ▶ District identification badge, clearly visible
- ▶ File box(es)
- ▶ Job description clipboards
- ▶ Large site map of campus, laminated or covered with plexiglass
- ▶ Map of county or local area
- ▶ Paper, pens, dry-erase pens, tissues
- ▶ Two-way radio
- ▶ Vest (employees wear green; runners wear orange)

SITEP&ISITAN  
8/02