

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

**EOC PLANNING/INTELLIGENCE
SITUATION ANALYSIS TEAM**

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.
- ▶ 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:

- Collect, organize and analyze situation information.
- 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.)
- Chart all reports received from each site and update as appropriate.

Situation Analysis:

- Provide current situation assessments based on analysis of information received.
- Develop situation reports for the District EOC to support the action planning process.
- Think ahead and anticipate situations and problems before they occur.
- **Report only to District EOC personnel. Refer all other requests such as media, press, etc., to the District EOC Public Information Officer (PIO).**

DEMOBILIZATION STAGE:

- ▶ Close out all logs and turn all documents into Documentation.
- ▶ Return equipment and reusable supplies to the EOC closet or Logistics.

EQUIPMENT/SUPPLIES:

- ▶ District identification badge, clearly visible
- ▶ File box(es)
- ▶ Job description clipboards
- ▶ Map of county or local area
- ▶ Paper, pens, dry-erase pens, tissues
- ▶ Two-way radio
- ▶ Vest (employees wear green; runners/volunteers wear orange)