BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS

Job Description

SECURITIES/UTILITIES UNIT LEADER

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

RESPONSIBILITIES:

- Provide for safety of staff and students.
- Assess the status of utilities; provide Utility Status Reports as required.
- Coordinate restoration of damaged utilities with the District EOC or directly with the District Maintenance and Operations Department.
- Supervise the Utilities Unit.
- Watch for signs of stress in staff.

ACTIVATION STAGE:

- Follow the Activation/Demobilization Generic checklist.
- Wear hard hat, identification vest and District identification badge.

OPERATIONAL STAGE:

- Check in with Operations Chief for situation/safety briefing.
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the Incident Command Post Site Operations Chief.
- Determine the extent of damage to utility systems at the site.
- If assistance is needed, contact the Site Operations Chief to request additional assistance from the District Maintenance and Operations Department through the District EOC.
- Ensure that support to maintenance and operations personnel is available as necessary to facilitate restoration of damaged systems.
- Keep the Site Operations Chief informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Complete and maintain the Utilities Status Report.
• Refer all contacts with the media to the Site Information Officer.

DEMOBILIZATION STAGE:
• Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:
• “CAUTION” tape
• Clipboard with pre-determined list of duties.
• District identification badge, clearly visible
• Dust masks
• First aid kit
• Flashlight
• Gloves
• Goggles
• Master keys
• Hard hat
• Pencils/pens
• Shut-off tools – gas and water
• Two-way radio
• Valve shut-off instructions
• Vest