

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**EOC LIAISON OFFICER**

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

**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.
- ▶ Oversee all liaison activities, including coordinating outside agency representatives assigned to the District EOC and handling requests from other EOCs for the school District EOC agency representatives.
- ▶ Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- ▶ Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives upon check-in.
- ▶ In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
- ▶ Ensure that demobilization is accomplished when directed by the EOC Director.

**ACTIVATION STAGE:**

- ▶ Check in with Incident Commander or EOC Director for 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:**

- ▶ Contact Agency Representatives already on-site, ensuring that they:
  - have signed into the EOC,
  - understand their assigned functions,
  - know their work locations,
  - understand school District EOC organization and floor plan.

- ▶ Determine if additional representation is required from:
  - Other agencies
  - Volunteer organizations
  - Private organizations
- ▶ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the EOC teams and departmental staff.
- ▶ Request that agency representatives maintain communications with their agencies and obtain situation status reports regularly.
- ▶ Assign amateur radio operators as needed to augment primary communications networks.
- ▶ With the approval of the EOC Director, provide agency representatives from the District EOC to other EOCs as required and requested.
- ▶ Maintain a roster of agency representatives located at the District EOC. Roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.

**DEMOBILIZATION STAGE:**

- ▶ At the EOC Director'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:**

- ▶ Clipboard, paper, pens
- ▶ District identification badge, clearly visible
- ▶ Two-way radio, if available
- ▶ Vest or position identifier, if available

