

**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

UTTMLDR
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