

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Communication/Student Accounting Procedures

COMMUNICATION/STUDENT ACCOUNTING - SITES

RESPONSIBILITIES:

Provide for safety of staff and students.

Recordkeeper:

- Maintain time log of all actions/reports.
- Record content of all radio communication with District EOC.
- Record verbal communication for basic content.
- Log in all written reports.
- File all reports for reference (file box).

Important: A permanent log may be typed or rewritten at a later time for clarity and better understanding. Keep all original notes and records – **they are legal documents.**

Staff and Student Accounting:

- Receive accounting forms.
- Check off staff roster.
- Report missing persons and site damage to the Incident Commander.
- Report first aid needs to Medical Team Leader.
- File forms for reference
- Compile list of students “missing” for student request gate & update periodically.
- Compile list of students “in first aid” for student request gate (using Medical Treatment Victim Log periodically received from medical treatment area) and update this list regularly.

Site Recorder (Map):

- Mark site map appropriately as related reports are received. This includes but not limited to Search and Rescue reports and damage updates and gives concise picture of campus.
- Preserve map as legal document. (**Note:** *After a true disaster, the Burbank Police Department Evidence Technician can be contacted to take photographs of the maps.*)

Communications: (Radios or runners)

- Advise Search and Rescue Team Leader of injuries, hazards, etc. before teams leave for search.
- Communicate with all Search and Rescue teams via campus radios.
- Keep verbiage simple**
- Communicate with District EOC per District policy.
- Other radio communications as required.

- Monitor local emergency radio station (1620 AM)

EQUIPMENT/SUPPLIES:

Accounting forms
AM/FM radio
Command table and chairs
Command tote tray (paper, pens, supplies)
District identification badge, clearly visible
File Box
Job description clipboards
Pens, pencils
Recordkeeping clipboard with paper
Site map
Staff roster
Two-way radios**
Vest (Em[ployees wear green; runners/volunteers wear orange)

** **Remember:** If you are NOT acknowledged, you have not been heard. Repeat your transmission, aware of other simultaneous transmissions.

COMMUNSTUACCT.

8/02