

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC DOCUMENTATION TEAM/UNIT

RESPONSIBILITIES:

Collect, organize and file all completed event or disaster related forms just prior to the end of the operational period. These forms to include:

- All EOC/site position logs, situation status reports
- Action plans and any other related information

Provide document reproduction services to staff.

Distribute the District EOC situation status reports, action plans, and other documents, as required.

Maintain a permanent electronic archive of all situation reports and action plans associated with the event or disaster.

Assist the EOC Coordinator in the preparation and distribution of the after-action report.

Supervise the Documentation Unit.

ACTIVATION STAGE:

Follow the Activation/Demobilization Generic Checklist.

OPERATIONAL STAGE:

Maintain a position log.

Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.

Meet with Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.

Reproduce and distribute the situation status reports and action plans. Ensure distribution is made to the District EOC.

Keep extra copies of reports and plans available for special distribution as required.

Set up and maintain document reproduction services for the EOC.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

