

**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

