

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC PLANNING & INTELLIGENCE SECTION CHIEF

RESPONSIBILITIES:

The goals of creating a safe environment are to maintain rescuer safety and to i d90300ITc -00300

Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards, and laptop computers.

Based on the situation, activate teams within the section as needed and designate team leaders for each element:

- Situation Analysis Team
- Documentation Team/Unit

Request additional personnel for the section as necessary to maintain a 24-hour operation.

Meet with Operations Section Chief; obtain and review any major incident reports.

Review responsibilities of teams in section; develop plans for carrying out all responsibilities.

Make a list of key issues to be addressed by Planning/Intelligence in consultation with section staff, identify objectives to be accomplished during the initial operational period.

Keep the EOC Director informed of significant events.

Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section of the District EOC.

DEMOBILIZATION STAGE: