

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EOC RADIO OPERATORS

Position initially assumed by classified staff available (alternates, if possible); 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.

Install, activate and maintain two-way radio and telephone resources and services for the District EOC staff as required.

Oversee the installation of communication resources within the District EOC.

Assist EOC positions in determining a

OPERATIONAL STAGE:

Ensure that communication unit position logs and other necessary files are maintained.

Continually monitor and test the activated radio and telephone systems. Keep the Sector Coordinators informed of system failures and restoration activities.

Keep all sections informed of the status of communications systems, particularly those that are being restored.

Coordinate with all EOC team/units regarding the use of all communication systems.

Ensure that the EOC Communications Center is activated to receive and direct all events or disaster related communications to appropriate destinations within the EOC.

Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

Ensure that communications links are established with activated EOC within the school District, as appropriate.

Ensure that technical personnel are available for communications equipment maintenance and repair.

Meet periodically with Operations Chief to ensure that radio frequencies are adequate. Make modifications accordingly.

Mobilize and coordinate amateur radio resources to augment primary communications systems as required.

Keep the Logistics Section Chief informed of the status of communications systems.

Refer all contacts with the media to the Public Information Team.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

Laptop Computer (if being used)
•“Cheat Sheet” for Laptop Computer (instructions for laptop use and computer commands)
Clipboards
Directory of Schools
District identification badge, clearly visible
Employee List – District Office
EOC Team Assignments
Personal Journal/Position Logs
Post Its
Radio Communications List

Scissors
Scotch Tape
Scratch Pads