

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**Job Description**

**EOC SAFETY OFFICER**

Position initially assumed by any available classified staff, ideally assumed by pre-designated classified staff member.

**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.

Monitor operational procedures and activities at the site or EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.

Stop or modify all unsafe operations notifying the Incident Commander or EOC Director of actions taken.

Watch for signs of stress in staff.

**ACTIVATION STAGE:**

Check in with Incident Commander/EOC Director for situation/safety briefing.

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 comments to support the history of the emergency or disaster. Document:

- messages received
- action taken
- decision justification and documentation
- requests filed

**OPERATIONAL STAGE:**

Once the area is deemed safe and free of str 4004MC rule of en648 Tf 0 0 1 2 228.0602Ca i

Tour the entire evacuation area or EOC facility and evaluate conditions; advise the Incident Commander or EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

Ensure that all electrical cables, telephone lines and extension cords are not tripping hazards.

If indoors, study the facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

Be familiar with particularly hazardous conditions in the facility; such as unsecured filing cabinets, unsecured easels, unsecured stacked objects, etc., and take action when necessary.

Prepare and present safety briefings for the Incident Commander or EOC Director and general staff at appropriate meetings.

If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

Keep the EOC Director/Incident Commander advised of unsafe conditions; take action when necessary.

Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Monitor drills, exercises, and emergency response activities for safety.

Identify and mitigate safety hazards and situations.

Ensure that responders use appropriate safety equipment.

Think ahead and anticipate situations and problems before they occur.