

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

Assist in mobilizing Search and Rescue Teams at the request of the Site Operations Chief.

Visually check clothing of team members. Using your own discretion, if team members are not appropriately dressed (long sleeves, flat shoes, etc.) for search and rescue, re-assign to another task.

Ensure that deployed teams are provided with adequate support.

Direct the Search and Rescue Team.

Provide regular updates to Site Operations Chief.

Watch for signs of stress in staff.

ACTIVATION STAGE

Check in with Operations Chief for situation/safety briefing.

Follow the Activation/Demobilization Generic checklist.

From disaster bin, obtain:

- Site keys
- Appropriate clipboard containing Search and Rescue “assignment” sheet.

Once supplies are obtained, designate location for teams to meet for assignments.

Send teams to disaster bin to get outfitted with search and rescue gear, reminding them to check with you before starting search. Once outfitted, assign areas to be searched.

Attach master key sets to each lanyard and assign radio and master key lanyard to each team.

Get list of known injured and any damage reports from Site Operations Chief.

Make Search and Rescue team a

Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

DEMOBILIZATION STAGE: