

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

EUC SECTOR COORDINATORS

Position initially assumed by Directors, administrative or classified staff

Meet periodically with Operations Chief to ensure that information is flowing properly and efficiently.

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

Make decisions that do NOT affect the entire District – just individual sites.

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

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)
Burbank Map
Clipboard
District identification badge, clearly visible
Directory of Schools
Employee List – District Office
EOC Team Assignments
Headsets (two pair per sector)
Hi-Liter
Pens
Personal Journal/Position Logs
Post-Its
Radios with Foot Pedals
Scissors
Scratch Pads
Sector List
Spiral Notebook
Staple Remover
Stapler/Staples
Telephone Extension List
Vest (Employees wear green; runners/volunteers wear orange)