

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

SECURITY/UTILITIES UNIT

RESPONSIBILITIES:

Provide for safety of staff and students.

Take no action that will endanger yourself.

Report to and help set up of “Command post” (CP).

Wear hard hat, identification vest, and District identification badge, clearly visible.

Assess the status of utilities, provide Utility Status Reports as required.

ACTIVATION STAGE:

Follow the Activation/Demobilization Generic checklist.

OPERATIONAL STAGE:

Establish and maintain a position log and other necessary files.

Take appropriate shutdown tools, job description clipboard and radio.

Keep the unit leader informed of the restoration status.

Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.

As you do the following, be alert – report any damage to the team leader:

- Locate/control/extinguish fires as necessary.
- If necessary***, shut down gas supply.
- Shut down water and electrical only if advised to do so by unit leader.
- Post HAZARDOUS AREA – DO NOT ENTER - KEEP OUT tape around damaged or hazardous areas.
- Verify that campus is “locked down” and report same to unit leader via radio.
- Advise Command Post of all actions taken for information and proper logging.
- Route fire, rescue, police, etc. as appropriate.
- Report back to unit leader for reassignm

EQUIPMENT/SUPPLIES:

Bucket or backpack with:

- Flashlight
- “CAUTION” tape
- Goggles
- Dust Masks
- Gloves
- First Aid kit

Campus 2-way radio

Clipboard with job description and activation phase checklist

District identification badge, clearly visible

Hard hat

Master key(s)

Shutoff tools – gas & water

Toilet set-up supplies (see diagram)

- Rolls 12-gauge wire
- Steel Clamps
- Black polyethylene sheeting
- Portable “jons”
- Spare “jon” bags
- 5-gallon urinal buckets
- Toilet paper holders and toilet paper
- Toilet chemicals

Vest (Employees wear green; runners/volunteers wear orange)

SECUTITM

8/02