

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

SECURITIES/UTILITIES UNIT LEADER

Position initially assumed by available classified staff; ideally assumed by pre-designated classified staff.

RESPONSIBILITIES:

Provide for safety of staff and students.

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

Coordinate restoration of damaged utilities with the District EOC or directly with the District Maintenance and Operations Department.

Supervise the Utilities Unit.

Watch for signs of stress in staff.

ACTIVATION STAGE:

Follow the Activation/Demobilization Generic checklist.

Wear hard hat, identification vest and District identification badge.

OPERATIONAL STAGE:

Check in with Operations Chief for situation/safety briefing.

Establish and maintain a position log and other necessary files.

Establish and maintain communications with the Incident Command Post Site Operations Chief.

Determine the extent of damage to utility systems at the site.

If assistance is needed, contact the Site Operations Chief to request additional assistance from the District Maintenance and Operations Department through the District EOC.

Ensure that support to maintenance and operations personnel is available as necessary to facilitate restoration of damaged systems.

Keep the Site Operations Chief informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.

Complete and maintain the Utilities Status Report.

Refer all contacts with the media to the Site Information Officer.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

- “CAUTION” tape
- Clipboard with pre-determined list of duties.
- District identification badge, clearly visible
- Dust masks
- First aid kit
- Flashlight
- Gloves
- Goggles
- Master keys
- Hard hat
- Pencils/pens
- Shut-off tools – gas and water
- Two-way radio
- Valve shut-off instructions
- Vest

UTTMLDR
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