

**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 structural and environmental hazards, assure continued safety of the established working area.
- ▶ 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.
- ▶ Anticipate situation changes, such as severe aftershocks, in all planning.
- ▶ Keep the Incident Commander/EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

### **DEMOBILIZATION STAGE:**

- ▶ When authorized by the Incident Commander or EOC Director, deactivate the unit and close out all logs. Provide logs and other relevant documents to the Documentation Unit.
- ▶ Return equipment and reusable supplies to Logistics.

### **EQUIPMENT/SUPPLIES:**

- ▶ Clipboard, paper, pens
- ▶ District identification badge, clearly visible
- ▶ Hard hat
- ▶ Two-way radio, if available.
- ▶ Vest or position identifier, if available (Employees wear green; runners/volunteers wear orange)