

Position Descriptions from LAUSD Emergency Operations Plan

Management

The Management function is led by the EOC Director and is established for every EOC activation to coordinate LAUSD emergency response operations. The EOC Director, the Section Coordinators, and others as designated make up the LAUSD EOC response organization. The EOC is responsible for assisting the Superintendent in the development of overall strategy and support tactics to mitigate the incident. The EOC Director keeps the Policy Group apprised of the situation. The Management Section includes the following Management staff:

- Public Information Officer (PIO)
- School Site Liaison Officer
- Agency Liaison Officer
- EOC Coordinator
- Legal Officer

The **Public Information Officer (PIO)** ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required departments, agencies and the media. The District PIO will coordinate all information regarding the school sites with the school site PIO or the school site Incident Commander (Principal). When multiple local, state federal agencies are involved, a Joint Information Center (JIC) may be established. The Public Information Officer will coordinate and communicate with the JIC or assign an individual to the JIC to ensure coordination of information dissemination with local, state and federal agencies.

The **School Site Liaison Officer** serves as the point of contact between the District EOC and the Local Districts that serve individual District schools. The School Site Liaison Officer will coordinate and communicate with Local District Administrators to ensure that all school sites in each of the geographic areas have the support and resources they need to effectively respond and recover from an emergency.

The **Agency Liaison Officer** serves as the point of contact for Agency Representatives from assisting organizations and agencies outside the District structure. The Agency Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any city, county, state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

The **EOC Coordinator** facilitates the overall functioning of the EOC, and serves as a resource to the EOC Director. The EOC Coordinator will monitor the coordination of information, and the planning cycle of the EOC organization and will make adjustments as necessary to ensure the effective response and recovery of the District.

The **Legal Officer** and provides legal advice to the EOC Director in all legal matters relative to the emergency.

The **Safety Officer** is responsible for identifying and mitigating safety hazards and situations of potential District liability during EOC operations and ensuring a safe working environment in the EOC.

The **District Representative (Agency Representative) at a City/County EOC** will serve as the point of contact between the District's EOC and the City/County EOC. This position will ensure that coordination and communication between the City/County and the District is maintained and will facilitate resource requests.

Operations

The Operations Section Coordinator, a member of the General Staff, is responsible for the management of all operations directly applicable to the overall safety and welfare of all students and staff. The Operations Section supports school sites that have activated an Incident Command Post (ICP). The Operations Coordinator activates and supervises organizational elements in accordance with the EOC Action Plan and directs its execution. Organizational elements that may be activated by the Operations Section Coordinator include:

- Health and Welfare Branch
- Care and Shelter Unit
- Medical Health Unit
- Mental Health Unit
- Special Needs Unit
- Law Enforcement Branch
- Maintenance and Operations Branch

The Operations Section Coordinator may activate additional branches as necessary to fulfill an expanded role.

The **Operations Section Coordinator** is responsible for coordinating LAUSD operations in support of the emergency response through implementation of the EOC Action Plan and for coordinating all requests for mutual aid and other operational resources with the Logistics Coordinator. The Coordinator is responsible for:

- Understanding the current situation
- Predicting probable resource needs
- Preparing alternative strategies for procurement and resources management

The **Health and Welfare Branch** is responsible for health and welfare services for District staff and students. The Health and Welfare Branch will oversee the Care and Shelter Unit,

Medical/Health Unit, Mental Health Unit and the Special Needs Unit. The Branch will coordinate the care giving activities through resources available within the District, or by obtaining such services as required through agreements and/or established mutual aid programs.

The **Care and Shelter Unit** is responsible for providing care and shelter for students and will coordinate efforts with the American Red Cross and other volunteer agencies, as appropriate.

The **Medical/Health Unit** coordinates activities of District medical resources and supports school sites with their medical/health needs.

The **Mental Health Unit** coordinates Crisis Intervention Team requests and acquires additional Mental Health resources through mutual aid.

The **Special Needs Unit** coordinates and communicates with each Local District to ensure that the special need students and staff are supported and cared for during the response.

The **Law Enforcement Branch** is responsible for the safety and security of staff and students. The Law Enforcement Branch will interface with LASPD Dispatch to coordinate and support evacuations, enforcing laws and emergency orders, supporting safe traffic routes, security services and liaise with local law enforcement agencies for all District schools and centers.

The **Maintenance and Operations Branch** oversees the District's physical properties: schools, facilities, centers, warehouses, etc., and for ensuring all District structures are evaluated that may have been damaged in an incident. The Maintenance and Operations Branch is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.

The **Utilities Unit** oversees the maintenance operations for all District facilities and will assist the Maintenance and Operations Branch with the inspection of District structures. Utilities Unit is also responsible for overseeing the inspection of District structures' utility systems, i.e., gas, water, and electric, and for supporting debris removal operations at school sites.

Planning and Intelligence

The Planning/Intelligence Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized Units. As the need arises, the following Units may be activate:

- Resources Unit
- Situation Status Unit
- Documentation Unit

- Recovery and Demobilization Unit
- Advance Planning Unit

The **Planning/Intelligence Section Coordinator** is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. The Planning/Intelligence Section Coordinator is also responsible for overseeing all demobilization post-disaster.

The **Resources Unit** is responsible for maintaining detailed tracking records of resource allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. This Unit cooperates closely with the Operations Section (to identify resources currently in place and resources needed) and Logistics Section (to determine resources ordered and in route).

The **Situation Status Unit** is responsible for the collection and organization of incident status and situation information and for maintaining detailed records of safety/damage assessment information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

The **Documentation Unit** is responsible for initiating and coordinating the preparation of LAUSD’s EOC Action Plans and After-Action/Corrective Action Reports; maintaining accurate and complete incident files; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

The **Recovery and Demobilization Unit** is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

The **Advance Planning Unit** is responsible for developing reports and recommendations for future time periods (usually 24-72 hours ahead of current operational period) and for preparing reports and briefings for use in strategy and/or planning meetings.

Logistics

The Logistics Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Supply/Procurement Unit
- Personnel Unit
- Communications & Information System Unit
- Transportation Unit

- Buildings and Sites Unit
- Food Services Unit

The **Logistics Section Coordinator** is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources.

The **Supply/Procurement Unit** sets up all logistics for procurement and delivery of resources, both LAUSD resources and outside goods and services.

The **Personnel Unit** is responsible for obtaining, coordinating and allocating all mutual aid personnel support requests received; for registering volunteers as and for managing EOC personnel issues and requests.

The **Communications & Information Systems Unit** is responsible for managing all radio, data, and telephone needs of the EOC staff.

The **Transportation Unit** is responsible for transportation of district personnel, students, equipment and supplies.

The **Building and Sites Unit** is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission.

The **Food Services Unit** is responsible for coordinating the provision of food supplies to school sites and other District facilities, as necessary.

Finance/Administration

The Finance/Administration Section Coordinator will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units.

- Time Keeping Unit
- Cost Accounting Unit
- Financial Recovery Unit
- Compensation Claims Unit

The **Finance/Administration Section Coordinator** supervises the financial support, response and recovery for the disaster/emergency; and activates the Disaster Accounting System.

The **Time Keeping Unit** is responsible for tracking hours worked by paid staff, volunteers, contract labor, mutual aid and all others and ensuring that daily personnel time recording documents are prepared and compliant to LAUSD's time keeping policy. The Time Keeping Unit is responsible for ensuring that time and equipment use records identify scope of work and

site-specific work location. Personnel time and equipment use records should be collected and processed for each shift as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined and separate logs will be maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

The **Cost Accounting Unit** provides cost analysis data for the incident to help the planning and recovery efforts. They also ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs. This Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. This Unit must maintain accurate information on the actual costs for the use of all assigned resources.

The **Financial Recovery Unit** should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with disaster assistance agencies. Accurate and timely documentation is essential to financial recovery.

The **Compensation/Claims Unit** is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the LAUSD arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.