

Superintendent Emergency Operations Center (EOC) Designee Roles and Responsibilities SY 25-26

Purpose:

The Superintendent's EOC Designee serves as a key liaison during school emergencies, ensuring effective communication, coordination, and decision-making between the district, schools, first responders, and other stakeholders.

Roles & Responsibilities:

1. Emergency Coordination & Communication

- Act as the primary point of contact for the Superintendent during emergencies, ensuring timely and accurate information flow.
- Maintain direct communication with school administrators and district leadership.
- Relay critical updates, directives, and situational reports to the Superintendent and EOC.

2. EOC Activation & Support

- Assist in the activation of the district's Emergency Operations Center (EOC) when necessary.
- Ensure all EOC protocols are followed.

3. Decision-Making Support

- Provide real-time situational awareness to the EOC and Superintendent to inform crisis response decisions.
- Assist in evaluating emergency response plans and recommending adjustments as needed.
- Support the implementation of emergency procedures.

4. Training & Preparedness

- Participate in regular emergency preparedness drills and tabletop exercises.
- Assist in reviewing and updating the district's emergency operations plans.

5. Post-Incident Review

- Contribute to after-action reports and debriefings following emergencies.
- Identify lessons learned and recommend improvements to policies, training, or response procedures.