

SECURITY UNIT LEADER

Mission: Coordinate all of the activities related to personnel and facility security such as access control, crowd and traffic control, and law enforcement interface.

Date: _____ Start: _____ End: _____ Position Assigned to: _____ Initial: _____

Position Reports to: Safety Officer Signature: _____

TMTS Command Location: _____ Telephone: _____

Fax: _____ Other Contact Info: _____ Radio Title: _____

Immediate (Operational Period 0-2 Hours)	Time	Initial
Receive assignment and briefing from Safety Officer. Obtain packet containing Security Unit Leader Job Action Sheet.		
Read entire Job Action Sheet and review the organizational chart. Put on position identification (if provided).		
Establish Security command post.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Identify and secure all facility pedestrian and traffic points of entry, as appropriate.		
Consider need for the following, and report findings to the Safety Officer: <ul style="list-style-type: none"> • Emergency lockdown • Security/bomb sweep of designated areas • Providing urgent security-related information to all personnel • Need for security personnel to use personnel protective equipment • Removing unauthorized persons from restricted areas • Security of the TMTS, triage, patient care areas, morgue, and other sensitive or strategic areas from unauthorized access • Rerouting of ambulance entry and exit • Security posts in any operational decontamination area • Patrol of parking and shipping areas for suspicious activity • Traffic control 		
Brief security team members on current situation, incident objectives and strategy; outline action plan and designate time for next briefing.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Coordinate immediate security personnel needs from current staff, surrounding resources (police, sheriff, or other security forces), and communicate need for additional external resources through Operations Section Chief and Safety Officer. Receive assigned radio and establish communications with the Communications Unit Leader. Receive just-in-time training for the radio if needed.		
Participate in briefings and meetings as requested.		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213) and provide a copy to the Planning Chief/MST.		

Intermediate (Operational Period 2-12 Hours)	Time	Initial
Meet regularly with the Safety Officer and Operations Chief for status reports, and relay important information to Unit.		
Communicate the need and take actions to secure areas; post non-entry signs.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines.		
Ensure Security staff identify and report all hazards and unsafe conditions		
Ensure patients valuables are secure; initiate chain of custody procedures as necessary		
Coordinate activities with local, state, and federal law enforcement, as appropriate.		
Confer with Public Information Officer to establish areas for the media.		
Ensure vehicular and pedestrian traffic control measures are working effectively.		
Consider security protection for the following, as indicated based on the nature/severity of the incident: <ul style="list-style-type: none"> • Food • Water • Medical resources • Blood resources • Pharmaceutical resources • Personnel and visitors 		
Ensure proper equipment needs are met and equipment is operational prior to each operational period.		
Develop and submit an action plan to the Planning Chief when requested		
Advise the Operations Section Chiefs and Safety Officer immediately of any operational issue you are not able to correct or resolve.		

Extended (Operational Period Beyond 12 Hours)	Time	Initial
Continue coordination with law enforcement officials.		
Ensure your physical readiness through proper nutrition, water intake, and rest.		
Continue to monitor Security staff's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Prepare and maintain records and reports, as appropriate.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues and other relevant incident information.		

End of Shift/Demobilization/System Recovery	Time	Initial
Ensure that all patients valuable are returned.		
Coordinate completion of work with law enforcement.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Adhere to Standard & Transmission Based Precautions as indicated by the CDC guidelines during the demobilization phase.		
Ensure personal protective equipment used by Security is cleaned, repaired, and/or replace.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation and Operational Logs (HICS Form 214) are submitted to the Planning Chief/MST.		
Upon deactivation of your position, brief the Safety Officer on current problems, outstanding issues, and follow-up requirements		
Submit comments to the after action report.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		