

SECURITY BRANCH DIRECTOR

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: Operations Section Chief Signature: _____	
Incident Command Center (ICP) Location: _____	Telephone: _____
Fax: _____ Other Contact Info: _____	Radio Title: _____

Activation (Immediate)	Time	Initial
Receive appointment and briefing from the Operations Section Chief. Obtain packet containing Security Branch Job Action Sheets.		
Read this entire Job Action Sheet and review incident management team chart (HICS Form 207). Put on position identification.		
Notify your usual supervisor of your HICS assignment.		
Document all key activities, actions, and decisions in an Operational Log (HICS Form 214) on a continual basis.		
Evaluate security staffing needs for the ACS, considering: <ul style="list-style-type: none"> • Security for incoming and outgoing vehicles (for roadways between site perimeter and major corridors through the community), in particular those transporting infected patients. • Controlling access to the grounds. • Heightened access control into and around the building. • More stringent identification and tracking of patients, staff, and visitors. 		
Develop security site plan, including: <ul style="list-style-type: none"> • Security protocols to be followed and exact parameters of responsibility. • Chain of command guidance. • Patrol of parking and shipping areas for suspicious activity • Traffic Control • Removing unauthorized persons from restricted areas • Need for security personnel to use personal protective equipment Also consider: <ul style="list-style-type: none"> • Security of existing inventory and caches by utilizing personnel or security cameras. • Controlling access into and within the building area. • Identifying patients, staff, and visitors (e.g. badging, wrist bands) 		
Brief Unit members on current situation, incident objectives and strategy; outline Unit action plan; and designate time for next briefing.		
Implement safety plan/procedures including appropriate use of personal protective equipment, utilizing the HICS 261 – Incident Action Safety Analysis		
Work with the Team Leader to identify the methods of communications for security personnel are outlined in the Communications Plan- Form 205.		

Activation (Immediate)	Time	Initial
Determine resource needs of security equipment, including Keys, Portable Radios, Placards, Caution Tape, etc. (refer to ACS & PHD Equipment/Supply Matrix)		
Document all communications (internal and external) on an Incident Message Form (HICS Form 213). Provide a copy of the Incident Message Form to the Documentation Unit.		
Complete the Branch Assignment List (HICS Form 204) for next shift or operational period.		

Operations (Intermediate / Extended)	Time	Initial
Ensure that all security personnel signing with the Labor Pool Unit Leader upon arrival at the ACS.		
Ensure that all security personnel are provided with site-specific training, including safety-related training (PPE, potential hazards, hazardous materials).		
Upon check-in, provide copies of the Security Branch Assignment – Form 204 to security personnel with position-specific objectives.		
Meet regularly with Operations Section Chief for status reports, and relay important information to Branch staff.		
Communicate the need and take actions to secure unsafe areas; post non-entry signs.		
Ensure Security Branch staff identify and report all hazards and unsafe conditions.		
Ensure patient valuables are secure; initiate chain of custody procedures as necessary.		
Coordinate activities with local, state, and federal law enforcement, as appropriate; coordinate with the Liaison Officer and the Law Enforcement Interface Unit Leader.		
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 a Branch action plan to the Operations Section Chief when requested.		
Advise the Operations Section Chief immediately of any operational issue you are not able to correct or resolve.		
Continue to monitor Security Branch personnel's ability to meet workload demands, staff health and safety, resource needs, and documentation practices.		
Continue coordination with law enforcement officials.		

Operations (Intermediate / Extended)	Time	Initial
Prepare and maintain records and reports, as appropriate.		
Ensure your physical readiness through proper nutrition, water intake, rest, and stress management techniques.		
Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Employee Health & Well-Being. Provide for staff rest periods and relief.		
Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		

Demobilization/System Recovery	Time	Initial
As needs for Security Branch staff decrease, return staff to their usual jobs and combine or deactivate positions in a phased manner.		
Determine when to resume normal security procedures; ensure removal of special signage after "all clear" is announced.		
Determine with the Hazardous Materials Branch Director and other appropriate authorities the final disposition of patient valuables.		
Coordinate completion of work with law enforcement and Liaison Officer.		
Ensure return/retrieval of equipment and supplies and return all assigned incident command equipment.		
Ensure personal protective equipment used by Security is cleaned, repaired, and/or replaced.		
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 Operations Section Chief.		
Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow-up requirements.		
Submit comments to the Operations Section Chief for discussion and possible inclusion in the after-action report; topics include: <ul style="list-style-type: none"> • Review of pertinent position descriptions and operational checklists • Recommendations for procedure changes • Section accomplishments and issues 		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents/Tools
<ul style="list-style-type: none"> • ACS Plan • HICS Form 204 – Branch Assignment Sheet • HICS Form 207 – Incident Management Team Chart • HICS Form 213 – Incident Message Form • HICS Form 214 – Operational Log • HICS Form 261 – Incident Action Safety Analysis • ACS organization chart • Radio/satellite phone

Documents/Tools
<ul style="list-style-type: none">• Facility blueprints and maps