

POSITION #1, TITLE: SECURITY

Direct Supervisor: Incident Command/Local Police Authority

Mission: Ensure overall security of the facility, personnel, medications, and individuals.

Qualifications: Law enforcement background, supplemented by volunteers. Ability to provide clear concise direction, traffic control background helpful. Ability to stand for long periods of time.

POSITION RESPONSIBILITIES

Initial Action/Planning Phase

- Review your Position Checklist and check off tasks as they are completed.
- Sign In for EDS shift, obtain credentialing and put on ID badge.
- Attend overall staff briefing.
- Receive assignment-specific briefing from your supervisor.
- Familiarize self with clinic layout and process.
- Familiarize self with parking and credentialing procedures.

Primary Responsibilities During Site Operation

- SIGN IN FOR SHIFT
- Meet supply vehicle with medications and supplies, and provide security to site location.
- Secure all entrances/exits.
- Greet vehicles and direct to appropriate parking locations.
- Direct clients to entrance.
- Provide security within the facility.
- Maintain order within and outside the facility, responding as needed to events.
- Ensure smooth operations.
- Brief incoming shift replacement
- SIGN OUT

Deactivation Phase

- Ensure facility is empty of clients
- Provide security for remaining medications and supplies until returned.
- Identify issues for After Action Report.
- Participate in de-briefing.