

Security Section Chief

The objective of the Security Section Chief is to assure the implementation and enforcement of security measures to protect the staff, public, and facility/site, as well as the pharmaceuticals and supplies housed in the facility. This position should be military or law enforcement personnel with appropriate jurisdictional powers for armed security. Security Team Leader for those who are assisting and securing doors and the flow of traffic should be clearly identified as security different from those who carry weapons.

Qualifications: Local Law Enforcement personnel

Reports To: POD Manager

Supervises: Site Security and Traffic Control

Immediate Actions

- Arrive at assigned site 2.5 hours prior to start time and check in.
- Complete POD staff sign-up process. Show valid photo ID.
- Meet with the POD Manager and receive briefing.
- Appoint or confirm activation of those who report directly to you, distribute Job Action guidelines for each of the functional areas.
- Review site plan schematic and actual site to determine ingress and egress routes, supply storage areas, staff work areas, outside grounds area, general public area, line monitoring points, parking areas, etc.
- Review operating hours of Dispensing Site.
- Review state, local or facility emergency response plan.
- Review communications systems for security staff.
- Brief staff upon arrival and at regular intervals. Briefings include:
 - the communications protocol
 - a facility overview including locations of stations, restrooms, break rooms, emergency exits, etc.
 - an overview of pertinent or unique cultural or local considerations
 - specific duty assignments
 - any news or updates on the situation
 - instructions or changes to instructions regarding chain of command, shifts, shift change procedure, schedules, etc
 - the schedule for the next briefing.
- Assign posts and instructions to security staff. Ensure all personnel, public, equipment, vehicles, buildings are provided sufficient security as they arrive
- Recommended placement assignments:
 - Facility entrance / exit
 - Supply entrance (i.e. loading dock)
 - Forms Review / Dispensing/Vaccination area
 - Supply room door
 - Outside facility for crowd control

- Parking lot and/or street for traffic control
- Review identification/credentialing system for staff and volunteers.
- Establish staff check in and check out procedures, if not already established.
- Ensure that evacuation signals and routes are labeled appropriately.
- Assure facility is secure, well lit and functional.
- Assure clinic parking is adequate, closed and protected.
- Maintain Security Log; document all actions and decisions.
- Ensure that a resource accountability system (personnel and equipment) is established and maintained.
- Set up routine rounds for security checks in assigned areas.
- Maintain authorized personnel list on an ongoing basis.

On-Going Actions

- Routinely assess all lines and stations for any potential security and/or safety problems. Report any safety problems to the Health and Safety Officer
- Maintain secure storage for supplies and medication
- Continue to secure inner perimeter and ensure presence inside the POD to protect staff and operations and maintain order
- Ensure the flow plan is followed and the public does not breach the exit
- Work with the Line staff to ensure the crowd waiting to enter the POD forms a line, stays in line and maintains order
- Participate in meetings and briefings to ensure that security considerations are a part of the plan at all times.
- Remove, detain or isolate individuals who pose a security/safety risk. Provide necessary control if persons become unruly.
- Identify and make known to POD Manager any security issues, and address as necessary.
- Offer operational assistance and recommendations regarding evidence collection, processing, and security to local law enforcement.
- Investigate accidents and write accident reports; submit to Safety Officer.

Final Actions

- Brief your replacement on POD operations
- Participate in a debriefing session and report any relevant concerns or suggestions for improving POD operations
- Review and confirm staffing levels for next shift.
- Ensure that all records and reports are turned in to the POD Manager.
- Sign out and turn in all equipment in designated area.