

Traffic Control Staff

The objective of the Traffic Control Staff is to maintain order in the parking lots of the dispensing site.

Qualifications: Law enforcement or Military personnel. Additional support may be required from non-law enforcement personnel.

Reports To: Security Team Leader

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 Security Team Leader and receive briefing.
- Learn site surroundings for dispensing site: entrances and exits, parking area egress and ingress, communications, work stations, site staff, etc.
- Review operating hours of dispensing site.
- Assist Security Coordinator setting up crowd control system (cones, ropes).
- Ensure evacuation/exit signals and routes are labeled correctly.
- Assist with establishing protective perimeter for operations.
- Set up routine rounds for security checks and report findings to Security Team Leader.
- Understand identification/credentialing system in place. Ensure only authorized personnel are allowed into restricted areas.

On-Going Actions

- Do not allow the crowd to bring large bags into the POD or place them outside the facility.
- Pay attention to crowd control measures. Repair/replace if needed.
- Assist with directing general public to correct work station.
- Assist with accident investigation, and accident/incident report documentation.
- Responsible for implementing and enforcing traffic control measures to protect the staff, public, facility, equipment, supplies, and SNS inventory the dispensing site.
- Provides vehicle traffic control at dispensing site.
- Provides crowd control at dispensing site.
- Assists with credentialing of co-workers.

Final Actions

- Help break down equipment and repack supplies.
- Identify issues for after action report and discuss with Security Team Leader.
- Sign out and turn in all equipment in designated area.