**SEARCH UNIT LEADER**

**Mission:** Coordinate the search for suspicious devices and for patients, staff, or visitors during situations of security breaches or infrastructure damage.

<table>
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<tr>
<th>Position Reports to: <strong>Security Branch Director</strong></th>
<th>Command Location: ____________________________</th>
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<tr>
<td>Position Contact Information: Phone: (<strong>) - (</strong>)</td>
<td>Radio Channel: ____________________________</td>
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<tr>
<td>Hospital Command Center (HCC): Phone: (<strong>) - (</strong>)</td>
<td>Fax: (<strong>) - (</strong>)</td>
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**Immediate Response (0 – 2 hours)**

**Receive appointment**
- Obtain briefing from the Security Branch Director on:
  - Size and complexity of incident
  - Expectations of the Incident Commander
  - Incident objectives
  - Involvement of outside agencies, stakeholders, and organizations
  - The situation, incident activities, and any special concerns
- Assume the role of Search Unit Leader
- Review this Job Action Sheet
- Put on position identification (e.g., position vest)
- Notify your usual supervisor of your assignment

**Assess the operational situation**
- Determine the level of the threat and potential danger to patients, staff and visitors, and any actions required
- Provide information to the Security Branch Director on the status

**Determine the incident objectives, tactics, and assignments**
- Document unit objectives, tactics, and assignments on the HICS 204: Assignment List
- Based on the incident objectives for the response period consider the issues and priorities:
  - Appoint Search Unit personnel in collaboration with the Security Branch Director
  - Determine strategies and how the tactics will be accomplished
  - Determine needed resources
- Brief unit personnel on the situation, strategies, and tactics, and designate time for next briefing

**Activities**
- In the event of a suspicious device found on site or bomb threat, consider:
  - Activation of Explosive Incident Response Plan
**SEARCH UNIT LEADER**

- Coordination with local law enforcement or bomb squad and the Law Enforcement Interface Unit
- Identification of areas that need to be searched
- Establishment of perimeters based on pre-event planning
- Coordination of search activities and reporting system
- For missing person (adult, child, or infant), consider:
  - Activation of Missing Person Incident Response Plan
  - Identification of areas that need to be searched
  - Coordination of search activities and reporting system
  - Coordination with local law enforcement
- In the event of damage to the hospital, consider:
  - Coordination of search activities with the Infrastructure Branch
  - Activation of defined search areas and patterns
  - Ensuring searchers wear appropriate personal protective equipment (PPE)
  - Maintaining a log of any reported missing persons; provide information to the Planning Section Situation Unit
- Obtain medical treatment for any persons found with injuries, and report injuries to the Security Branch Director and Medical Care Branch Director
- Report any observed structural damage to the Infrastructure Branch
- Provide situation information to staff and patients as situation warrants in collaboration with the Public Information Officer and Incident Commander
- Collaborate with the Safety Officer and the Infrastructure Branch as needed
- Provide status updates to the Security Branch Director regularly, advising of accomplishments and problems encountered
- Provide regular updates to unit personnel and inform of strategy changes as needed
- Ensure completion of appropriate security-specific and incident reports
- Consider development of a unit action plan; submit to the Security Branch Director if requested

**Documentation**

- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis
- HICS 252: Distribute Section Personnel Time Sheet to section personnel; ensure time is recorded appropriately, and submit it to the Finance/Administration Section Time Unit Leader at the completion of a shift or end of each operational period

**Resources**

- Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Security Branch Director
- Assess issues and needs in unit areas; coordinate resource management

**Communication**

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

**Safety and security**

- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure personal protective equipment (PPE) is available and utilized appropriately
## SEARCH UNIT LEADER

### Intermediate Response (2 – 12 hours)

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<td>o Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital</td>
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<td>o Address any health, medical, and safety concerns</td>
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<td>o Address political sensitivities, when appropriate</td>
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<td>o Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)</td>
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<td>• Ensure that vital information being given to personnel is in collaboration with the Public Information Officer and the Incident Commander</td>
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<td>• Communicate status with external authorities, as appropriate, through the Security Branch Director and in coordination with the Liaison Officer</td>
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<td>• Rotate staff and replace, activate staffing plan utilizing Labor Pool personnel as needed</td>
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<td>• Meet regularly with the Security Branch Director for status reports</td>
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<tr>
<td>• Advise the Security Branch Director immediately of any operational issue you are not able to correct</td>
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<tr>
<td>• Relay important information and updates to unit personnel</td>
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### Documentation

- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

### Resources

- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

### Communication

*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

### Safety and security

- Ensure that all unit personnel comply with safety procedures and instructions
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure unit personnel health and safety issues are being addressed; report issues to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Extended Response (greater than 12 hours)

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### SEARCH UNIT LEADER

- Address any health, medical, and safety concerns
- Address political sensitivities, when appropriate
- Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
  - Continue Search Unit supervision, including monitoring, documentation, and safety practices
  - Provide updates to the Security Branch Director and unit personnel
  - Provide updates to the Logistics and Planning Sections

#### Documentation
- HICS 204: Document assignments and operational period objectives on Assignment List
- HICS 213: Document all communications on a General Message Form
- HICS 214: Document all key activities, actions, and decisions in an Activity Log on a continual basis

#### Resources
- Assess issues and needs in unit areas; coordinate resource management
- Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed

#### Communication
*Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners*

#### Safety and security
- Ensure that all unit personnel continue to comply with safety procedures and instructions
- Observe all staff and volunteers for signs of stress and inappropriate behavior and report concerns to the Safety Officer and the Logistics Section Employee Health and Well-Being Unit Leader
- Provide for staff rest periods and relief
- Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
- Ensure personal protective equipment (PPE) is available and utilized appropriately

### Demobilization/System Recovery

#### Activities
- Transfer the Search Unit Leader role, if appropriate
  - Conduct a transition meeting to brief your replacement on the current situation, response actions, available resources, and the role of external agencies in support of the hospital
  - Address any health, medical, and safety concerns
  - Address political sensitivities, when appropriate
  - Instruct your replacement to complete the appropriate documentation and ensure that appropriate personnel are properly briefed on response issues and objectives (see HICS Forms 203, 204, 214, and 215A)
- Ensure the return, retrieval, and restocking of equipment and supplies
- As objectives are met and needs decrease, return unit personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader
#### SEARCH UNIT LEADER

- Notify the Security Branch Director when demobilization and restoration is complete
- Coordinate reimbursement issues with the Finance/Administration Section
- Upon deactivation of your position, brief the Security Branch Director on current problems, outstanding issues, and follow up requirements
- Debrief unit personnel on issues, strengths, areas of improvement, lessons learned, and procedural or equipment changes as needed
- Submit comments to the Planning Section Chief for discussion and possible inclusion in an After Action Report and Corrective Action and Improvement Plan. Topics include:
  - Review of pertinent position descriptions and operational checklists
  - Recommendations for procedure changes
  - Accomplishments and issues
- Participate in stress management and after action debriefings

#### Documentation

- HICS 221: Demobilization Check-Out
- Ensure all documentation is submitted to the Planning Section Documentation Unit

#### Documents and Tools

- **HICS 203 - Organization Assignment List**
- **HICS 204 - Assignment List**
- **HICS 213 - General Message Form**
- **HICS 214 - Activity Log**
- **HICS 215A - Incident Action Plan (IAP) Safety Analysis**
- **HICS 221 - Demobilization Check-Out**
- **HICS 252 - Section Personnel Time Sheet**
- **Hospital Emergency Operations Plan**
- **Hospital Incident Specific Plans or Annexes**
- **Explosive Incident Response Plan**
- **Missing Person Incident Response Plan**
- **Hospital Security Plan**
- **Hospital blueprints and maps**
- **Hospital organization chart**
- **Hospital telephone directory**
- **Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication**