**Mission:** Coordinate all activities related to patient, staff, and hospital security such as access control, crowd and traffic control, search and rescue, and law enforcement interface.

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| Position Reports to: **Operations Section Chief** Command Location:  |
| Position Contact Information: Phone: ( ) - Radio Channel:  |
| Hospital Command Center (HCC): Phone: ( ) - Fax: ( ) -  |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |
| Position Assigned to: | Date:  **/ /** | Start: \_\_\_\_:\_\_\_\_ hrs. |
| Signature: | Initials: | End: \_\_\_\_:\_\_\_\_ hrs. |

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| **Immediate Response (0 – 2 hours)** | **Time** | **Initial** |
| **Receive appointment** * Obtain briefing from the Operations Section Chief 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 Security Branch Director
* Review this Job Action Sheet
* Put on position identification (e.g., position vest)
* Notify your usual supervisor of your assignment
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| **Assess the operational situation*** Determine the scope and impact of the incident
* Provide information to the Operations Section Chief of the status
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| **Determine the incident objectives, tactics, and assignments** * Document branch objectives, tactics, and assignments on the HICS 204: Assignment List
* Based on the incident objectives for the response period consider the issues and priorities:
* Determine which Security Branch functions need to be activated:
* Access Control Unit
* Crowd Control Unit
* Traffic Control Unit
* Search Unit
* Law Enforcement Interface Unit
* Make assignments, and distribute corresponding Job Action Sheets and position identification
* Determine strategies and how the tactics will be accomplished
* Determine needed resources
* Brief branch personnel on the situation, strategies, and tactics, and designate time for next briefing
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| **Activities*** Collaborate and coordinate with the Safety Officer to implement safety plans
* Establish a Security Operations Center
* Identify and secure all hospital pedestrian and traffic points of entry, as appropriate
* Consider the need for the following, and report findings to the Operations Section Chief:
* Activation of Explosive Incident Response Guide and bomb search of designated areas
* Establish access control or activation of emergency lockdown
* Activation of Active Shooter Incident Response Guide
* Activation of Hostage or Barricade Incident Response Guide
* Provision of urgent security-related information to all personnel; coordinate with Public Information Officer
* Utilization of appropriate personal protective equipment (PPE) by all security personnel
* Removal of unauthorized persons from restricted areas
* Establishment of security for the Hospital Command Center (HCC), triage, patient care, morgue, pharmacy, and other sensitive or strategic areas from unauthorized access
* Designation of alternate ambulance entry and exit
* Assignment of security personnel in decontamination area
* Patrol of parking and shipping areas; monitor for suspicious activity or traffic congestion
* Maintain efficient and safe vehicle and pedestrian travel
* Post non-entry or routing signage
* Coordinate immediate Security Branch personnel needs from current personnel and local resources (e.g., police, sheriff, or other security forces)
* Provide status updates to the Operations Section Chief regularly, advising of accomplishments and issues encountered
* Consider development of a branch action plan;submit it to the Operations Section Chief if requested
* Provide regular updates to branch personnel and inform of strategy or tactical changes, as needed
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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
* 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
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| **Resources** * Determine equipment and supply needs; request from the Logistics Section Supply Unit Leader and report to the Operation Section Chief
* Assess issues and needs in branch areas; coordinate resource management
* Make requests for external assistance, as needed, in coordination with the Liaison Officer
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| **Communication** *Hospital to complete: Insert communications technology, instructions for use and*  *protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all branch personnel comply with safety procedures and instructions
* Ensure personal protective equipment (PPE) is available and utilized appropriately
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| **Intermediate Response (2 – 12 hours)** | **Time** | **Initial** |
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| **Activities*** Transfer the Security Branch Director 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)
* Communicate to security personnel the need to take actions to secure unsafe areas and post non-entry signs
* Ensure security personnel identify and report all hazards and unsafe conditions
* Ensure patient belongings and valuables are secure; initiate chain of custody procedures if necessary
* Coordinate activities with local, state, and federal law enforcement, as appropriate; coordinate with the Liaison Officer and the Law Enforcement Interface Unit Leader
* Coordinate with the 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 based on the nature and severity of the incident:
* Patients, staff, and visitors
* Patient Family Assistance Center
* Employee Family Assistance Center
* Media Relations area
* Decontamination area
* Food, water, medical, blood, and pharmaceutical resources
* Radiation material storage areas
* Heating, ventilation, and air conditioning (HVAC) locations
* Medical gases
* Generators
* Oxygen storage site
* Utility closets
* Ensure staff are rotated and replaced as needed
* Meet regularly with the Operations Section Chief for status reports
* Advise the Operations Section Chief immediately of any operational issue you are not able to correct
* Relay updated situation reports to branch personnel and receive updates regularly
* Communicate status with external authorities, as appropriate, in coordination with the Liaison Officer
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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 branch areas; coordinate resource management
* Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed
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| **Communication** *Hospital to complete: Insert communications technology, instructions for use and*  *protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all branch personnel comply with safety procedures and instructions
* Ensure physical readiness through proper nutrition, water intake, rest, and stress management techniques
* Ensure branch 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
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| **Extended Response (greater than 12 hours)** | **Time** | **Initial** |
| **Activities*** Transfer the Security Branch Director 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)
* Continue to monitor the ability of the Security Branch to ensure security operations
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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
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| **Resources*** Assess issues and needs in branch areas; coordinate resource management
* Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed
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| **Communication***Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners* |  |  |
| **Safety and security*** Ensure that all branch 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
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| **Demobilization/System Recovery** | **Time** | **Initial** |
| **Activities** * Transfer the Security Branch Director 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)
* Secure or return patient belongings and valuables according to hospital policy; consult with Safety Officer and local law enforcement agencies, as appropriate
* Determine when to resume normal security procedures; advise the Operations Section Chief of recommendation
* Ensure removal of special signage after the incident is terminated
* Coordinate completion of work with law enforcement command
* Ensure personal protective equipment (PPE) used by Security is cleaned, repaired, or replaced
* Ensure the return, retrieval, and restocking of equipment and supplies
* As objectives are met and needs decrease, return branch personnel to their usual jobs and combine or deactivate positions in a phased manner in coordination with the Planning Section Demobilization Unit Leader
* Notify the Operations Section Chief when demobilization and restoration is complete
* Coordinate reimbursement issues with the Finance/Administration Section
* Upon deactivation of your position, brief the Operations Section Chief on current problems, outstanding issues, and follow up requirements
* Debrief branch 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
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| **Documentation*** HICS 221: Demobilization Check-Out
* Ensure all documentation is submitted to the Planning Section Documentation Unit
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| **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
* Hospital Active Shooter Incident Response Guide
* Hospital Hostage or Barricade Incident Response Guide
* Hospital Explosive Incident Response Guide
* Hospital blueprints and maps
* Hospital master entry card or key
* Hospital search guidelines and grids
* Hospital policies and procedures
* Hospital organization chart
* Hospital telephone directory
* Telephone/cell phone/satellite phone/internet/amateur radio/2-way radio for communication
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