

SECURITY BRANCH DIRECTOR

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.

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.

Immediate Response (0 – 2 hours)	Time	Initial
<p>Receive appointment</p> <ul style="list-style-type: none"> • Obtain briefing from the Operations Section Chief on: <ul style="list-style-type: none"> ○ 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 		
<p>Assess the operational situation</p> <ul style="list-style-type: none"> • Determine the scope and impact of the incident • Provide information to the Operations Section Chief of the status 		
<p>Determine the incident objectives, tactics, and assignments</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Determine which Security Branch functions need to be activated: <ul style="list-style-type: none"> ▪ 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 		

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<ul style="list-style-type: none"> • Brief branch personnel on the situation, strategies, and tactics, and designate time for next briefing 		
<p>Activities</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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 		
<p>Resources</p> <ul style="list-style-type: none"> • 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 <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all branch personnel comply with safety procedures and instructions • Ensure personal protective equipment (PPE) is available and utilized appropriately 		

Intermediate Response (2 – 12 hours)	Time	Initial
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Security Branch Director role, if appropriate <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ 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 		
<p>Documentation</p> <ul style="list-style-type: none"> • HICS 204: Document assignments and operational period objectives on Assignment List 		

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<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Assess issues and needs in branch areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • 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 		

Extended Response (greater than 12 hours)	Time	Initial
Activities <ul style="list-style-type: none"> • Transfer the Security Branch Director role, if appropriate <ul style="list-style-type: none"> ○ 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 		
Documentation <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Assess issues and needs in branch areas; coordinate resource management • Ensure equipment, supplies, and personal protective equipment (PPE) are replaced as needed 		
Communication <i>Hospital to complete: Insert communications technology, instructions for use and protocols for interface with external partners</i>		
Safety and security <ul style="list-style-type: none"> • Ensure that all branch personnel continue to comply with safety procedures and instructions 		

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<ul style="list-style-type: none"> • 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
<p>Activities</p> <ul style="list-style-type: none"> • Transfer the Security Branch Director role, if appropriate <ul style="list-style-type: none"> ○ 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: <ul style="list-style-type: none"> ○ Review of pertinent position descriptions and operational checklists ○ Recommendations for procedure changes ○ Accomplishments and issues • Participate in stress management and after action debriefings 		
<p>Documentation</p> <ul style="list-style-type: none"> • 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