

Security

Position Description

Security will ensure a secure environment within and outside the Local Assistance Center (LAC) operational area. Security is responsible for evaluating and advising the LAC Manager of any conditions that might compromise the security of the facility and emergency personnel.

Responsibilities

1. Upon arrival at the LAC, Security is to sign in and check in with the LAC Manager
2. Coordinate with Facility Operations Representative to set up and maintain security operations
3. Maintain physical security of the LAC
4. Coordinate with local law enforcement
5. Maintain crowd control
6. Report changes and/or updates to LAC Manager and Facility Operations Representative

Activation Phase Actions

- Notify regular supervisor of LAC work schedule
- Review position responsibilities and clarify any issues regarding your authority and assignment
- Sign in
- Check in with LAC Manager
- Verify contact information
- Determine potential issues for LAC Manager contact based on the nature, scope and severity of the issue

Operational Phase Actions

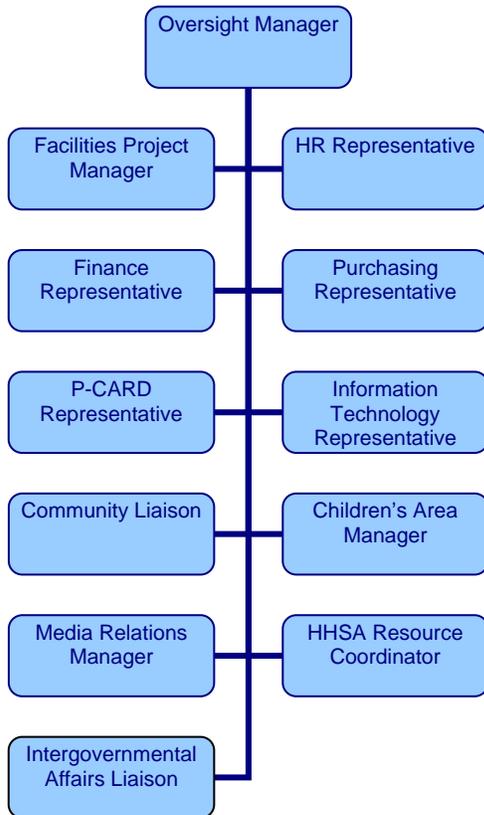
- Review position responsibilities
- Review evacuation plan for LAC
- Attend ongoing situation briefings
- Refer media to Communications Specialist
- Report situation status and resource status to the LAC Manager and your home agency, as necessary
- Advise LAC Manager for issues affecting operations
- Function calmly in situations requiring a high degree of sensitivity, tact, and diplomacy
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds
- Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are known
- At the end of each shift, sign out

Deactivation Phase Actions

- Demobilize when authorized by the LAC Manager
- Participate in the Demobilization Plan
- Ensure that any open actions are handled by the appropriate person/section or transferred to other LAC elements as appropriate
- Ensure that all required forms and reports are completed, close out activity logs, return all checked out equipment, and provide all documentation to Administrative Support prior to your release and departure from the LAC
- Contact any of your staff that had been scheduled to work in the LAC and notify them of deactivation
- Contact your regular supervisor and notify him/her of deactivation
- Leave forwarding information, including pager or cell numbers and email
- Sign out
- Participate in the LAC After Action Report

Organizational Structure

LAC OVERSIGHT TEAM



LAC TEAM

