

Security Operations Leader

Mission: Organize, assign, and supervise Security Operations and ensure coordination with the POD Task Force Leader

Date: _____ Location: _____ Shift: _____ Reports to: POD Task Force Leader

POD Activation	Time	Initial
Read this entire JAS and review POD ICS Chart. Put on position identification.		
Document all key activities, actions, and decisions on ICS Form 214.		
Designate Parking and Pedestrian Traffic Control positions. Distribute JAS and position identification		
Brief Security Operations members on current situation, incident objectives and strategy; outline IAP and designate time for next briefing		
Brief POD Task Force Leader on status of Security Operations Unit objectives to ensure incident objectives are completed		
Ensure security for interior and exterior of location		
Ensure communication is functional		
Ensure Parking and Pedestrian Traffic Control members comply with safety policies and procedures and proper use of PPE, if applicable.		
Identify resource shortages or needs and report to Logistics		

POD Operations	Time	Initial
Coordinate security, ingress, egress and parking issues.		
Coordinate security of supply storage area.		
Maintain perimeter and interior security.		
Coordinate with POD Task Force Leader regularly, brief on operational status		
Regularly obtain information about progress on assigned tasks from unit leaders		
Ensure the following are addressed <ul style="list-style-type: none"> • Safe working environment • Resource needs being reported • Documentation • Operational objectives • Operations resource/staffing needs 		
Rotate staff on a regular basis.		
Continue to provide the POD Task Force Leader with periodic situation updates.		

Upon shift change, brief your replacement on the status of all ongoing operations, issues, and other relevant incident information.		
---	--	--

Demobilization	Time	Initial
As needs for Security Operations staff decreases, notify the POD Task Force leader.		
Ensure return/retrieval of equipment and supplies and return all assigned equipment.		
Debrief staff on lessons learned and procedural/equipment changes needed.		
Upon deactivation of your position, ensure all documentation is submitted to the POD Task Force Leader as appropriate.		
Participate in stress management and after-action debriefings. Participate in other briefings and meetings as required.		

Documents

- IAP
- ICS organization chart
- DOC telephone directory
- ICS Form 214

Tools

- Radio
- Position identification