
Security and Traffic Team Leader

Purpose: *Supervises the following:*

- The security and safety of POD staff, clients, supplies and equipment.
- The vehicular and pedestrian traffic flow at the POD site

Qualifications: Individuals with safety, security and traffic control experience or trained personnel

Supervisor: POD Director Manager

Responsible For: Security and Traffic Team members

Responsibilities upon Arrival:

- Sign in on Check In/Out Log (ICS-211)
- Receive assignment and Just-in-Time (JIT) training from their Supervisor
- Review POD Plan
- Review Job Aid(s)
- Ensure that signage, traffic/crowd control equipment and designated entry and exit points are secured and ready for operation
- Review and familiarize self with POD site surroundings for work station locations, Command Post, lavatories, first aid and break room
- Establish secure areas
- Conduct general inspection and sweep of the facility as soon as possible after gaining access to the facility POD Director/Manager and facility representative
- Assist with set-up of Security Area and other areas as needed

Ongoing Responsibilities:

- Answer general POD questions, greet staff as they are assigned, and provide Job Aid Sheets and Just-in Time training to them when directed
- Ensure that your subordinates are properly badged
- Establish chain of command and performance expectations
 - Your subordinates are to report ONLY to you
 - Your subordinates work with other staff as assigned by you, but DO NOT take instructions from or provide official information to anyone other than you
 - Any questions, problems or incidents should be reported to you
 - It is important that staff DO NOT make decisions on their own, other than those provided for in their Job Aid Sheets. This ensures critical consistency with respect to performance and information at the site.
 - Ensure that staff is personally prepared, self-sufficient and adequately equipped to perform their assignments
- Delegate job duties and distribute Job Ad Sheets for each team member or resource, answer questions (entrances, exits, parking, bathroom locations, etc)
- Maintain a protective perimeter around the POD
- Ensure that evacuation routes are identified
- Direct the set-up of internal and external crowd control systems such as cones, barriers, ropes, etc
- Monitor internal and external POD operation
- Participate in staff briefing(s) as scheduled by the POD Director/Manager
- Use a roving patrol to maintain calm and order outside the POD
- Implement security plan for the facility. Determine and adjust traffic flow patterns as needed
- Maintain Unit Log (ICS-214/214a); document all actions and decisions

Demobilization Responsibilities:

- Prepare Security area for next operational period or closure
- Ensure that all records and reports are turned in to the POD Director/Manager
- Direct security issues pertaining to demobilization, asset recovery or medical materiel redistribution
- Arrange to have all equipment/supplies returned to place of origin and state of readiness
- Ensure facility is secure and returned to former operating condition
- Identify issues for After Action Report
- Participate in scheduled debriefing sessions
- Check out with the POD Director/Manager and sign out on Check In/Out Log (ICS-211)