



JOB ACTION SHEET

Security

Position assigned to	Volunteer
Reports to	Security Coordinator
Goal	To keep a secure environment so that Closed POD operations run smoothly and safely
Qualifications	Experienced in safety and security
Materials and Equipment	Volunteer vest, ID, radio
Assigned area	All Closed POD areas

INITIAL ACTIONS

- Read this entire **Job Action Sheet**.
- Understand **identification system** to make sure the Closed POD is secure.

Command Briefings and Set-up

- Report to the **staging area**.
- Sign in, put on **vest** and ID.
- Complete a **Medication Screening Form**.
- Take part in the Closed POD **command briefing** to all **volunteers**.
- Take part in the Security command briefing to Security and Queue Control Volunteers.
- Receive assigned duty area from the Security **Coordinator**.
- Conduct a radio/communications check. Make sure equipment works properly and radios are tuned to the same frequency. Test communications.
- Notify the Security Coordinator when you have set up and are ready.

Medication

- Prior to opening the Closed POD to **recipients**, report to the **ballroom dispensing area**.
- Receive medication from the Dispenser. Take your first **dose** immediately.

ONGOING TASKS

- Help establish a **protective perimeter** for Closed POD operations.
- Set up routine rounds for security checks. Report any concerns to the Security Coordinator.

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- Make sure all Closed POD Volunteers and Command Coordinators are wearing vests and displaying their IDs.
- As needed, help with crowd control.
- As needed, help with medication security.
- As needed, help **symptomatic** recipients get to a medical facility.
- If feeling fatigued or stressed, report to the Security Coordinator.

END OF SHIFT

- Receive approval from the Security Coordinator to end your shift.
- Fully inform your replacement before leaving. Pass on the information from your command briefing and give him/her a status update.
- Make sure your replacement has all necessary materials and supplies.

STAND DOWN

- Receive approval from the Security Coordinator to **stand-down**.
- Help return all unused medication and forms to storage.
- When operations end, take part in the volunteer debriefing.
- Help return the Closed POD areas to their original condition.
- Return your vest to the staging area.
- Sign out.