



## 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.