## Safety/Security Officer (SSO) – Job Action Sheet (JAS)

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| Assigned To:  (Name) |  | |
| Date/Time: | From: \_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ | To: \_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ |
| Reporting to: | Incident Commander | |
| Command Center Location: |  | Safety  Telephone: |

**Mission**: Ensure safety and security of the staff, residents and visitors during and emergency incident and response at [facility name]. Insure all safety and security policies and procedures maintained by [facility name] are implemented.

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| **Immediate**: (0-2 hours) | |
| √ | **Assuming Immediate Protective Actions have been Implemented** |
|  | Assume the role of Safety/Security Officer (SSO). |
|  | Complete the JAS information section above. |
|  | Review the “Immediate” section of this JAS. |
|  | Take steps to set up the SSO work station and the Incident Command Center in general. |
|  | Document all key information, activities and decisions on an Incident Response Log (who, what, when and where). |
|  | Evaluate the need to evacuate the facility or to shelter in place, or not.  Provide this assessment to the Incident Commander as soon as possible. |
|  | Prepare for the initial Incident Management Team briefing:   1. Any and all information you know about the initiation or current status of the incident (NOTE: at report time do not repeat what the Incident Commander or others before you have reported. Report only what is new and not yet spoken.) 2. The status of your “Immediate” actions. |
|  | Provide safety and security support to the Incident Commander and Incident Management Team (IMT) members as needed. |

| **Intermediate**: (2-12 hours) | |
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|  | Maintain an incident Response Log |
|  | Identify current and potential risks to safety and security within facility buildings and on facility owned property. To include but not limited to:   1. Fire or risk of fire 2. Hazardous material spilled 3. Exposed electrical wires 4. Local flooding 5. Damage to the facility due to high winds; including structural damage 6. Blockage of access to the facility and facility own property 7. General threats to the safety or security of residents, visitors or staff |
|  | Coordinate with the Logistics Chief and Operations Chief to procure and post non-entry signs around unsafe areas. |
|  | Monitor the use of safety equipment and personal protective clothing by facility staff during their response activities. STOP any unsafe actions and correct the deficiency immediately. |
|  | Coordinate with supporting community response partners as the incident relates to:   1. Law Enforcement 2. Fire Hazmat 3. Emergency Medical Services 4. Electrical Power 5. Water and Sewer Systems |
|  | Prepare for and participate in all IMT briefings. |
|  | When the Incident Commander directs the IMT to review “Extended” actions in your JAS do so. **IF NO**; Go to the top of the “Intermediate” section and cycle through the checklist again. |

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| **Extended**: (beyond 12 Hours) | |
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|  | Continue the SSO duties and responsibilities identified in the “Intermediate” section of the JAS as long as the incident response is active. |
|  | Observe your co-workers, volunteers, and residents for signs of stress and inappropriate behavior. Report concerns to the Incident Commander. |
|  | Identify and record a list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When the Incident Commander directs the IMT to review “Demobilization” actions in your JAS do so again. **IF NO**; Go to the top of the “Extended” section and cycle through the checklist again. |

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| **Demobilization**: | |
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|  | When requested by the Incident Commander, provide your list of operational, facility structure, facility infrastructure and service issues that may not be able to be resumed as normal conditions after the incident has been terminated. |
|  | When directed by the Incident Commander ensure all partner safety and security organizations contacted during the incident are notified that [*name of facility*] is returning to normal or modified operations |
|  | Check and complete all information sections of forms and documents initiated during the incident. |
|  | Gather all records, logs, documents and form; then provide them to the Planning Chief. |
|  | Identity and record all missing or used materials, forms, and equipment used at your work station during the incident response. Report the same to the Incident Commander. |
|  | When directed by the Incident Commander; help re-store, re-stock and prepare the Incident Command Center for the next incident. |
|  | Report to the Incident Commander that your work station is secured and that you are leaving the Incident Command Center. |