

EOC Security Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Management Section (Command Staff)
Primary	Reservation Patrol Officer
Potential Alternate(s)	Contract Security Staff
Supervisor	EOC Manager
Overview	<ul style="list-style-type: none"> ● Supports ESF-13 Law Enforcement ● Provides security for EOC and personnel
Description	The function of the EOC Security Unit Leader is to develop and recommend measures for assuring EOC and personnel security, and to monitor and/or anticipate security issues and implement appropriate measures.
Responsibilities	<ol style="list-style-type: none"> 1. Provide 24-hour security for the Morongo EOC. 2. Control personnel access to the Morongo EOC in accordance with policies approved by the EOC Manager.
Forms and Job Aids	○
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Identify yourself as the EOC Security Unit Leader (Red Vest). ○ Check in with the EOC Manager and receive a brief.
Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Establish Security Plan and update as necessary. ○ Identify any security needs to protect tribal resources and make recommendations to the EOC Manager.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Deactivate your assigned position and close out logs when authorized by the EOC Manager. ○ Deactivate your assigned position and close out logs when authorized by the EOC Manager. ○ Complete all required forms, reports, and other documentation. Submit all forms and records to the Planning Section. ○ Be prepared to provide input to the hot wash and after action report. ○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known. ○ Clean around your work area before you leave. ○ Leave your contact information.

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Checklist - Recovery Phase	<ul style="list-style-type: none"><input type="radio"/> Continue to support ESF-13 Law Enforcement.<input type="radio"/> Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.
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