



*Wagner-Meinert, Inc.*

Engineers - Contractors  
Fort Wayne, Indiana

## EMERGENCY RESPONSE

### SECURITY OFFICER'S CHECKLIST

Acting Security Officer: \_\_\_\_\_

#### **ACTION ITEMS:**

1. Establish security for the facility.
  - A. Do not allow any unauthorized entrants.
  - B. Maintain a list of outside agencies and personnel. Review the site map with outside agencies as they arrive.
  - C. Establish communications means with each arriving agency
  - D. Contact the Incident commander for placement of the arriving units or if you have any questions.
2. Anyone wishing to leave should be encouraged to stay until a role call has been taken and they are released by the Incident Commander. If anyone insists upon leaving, document their name and report it to the Recorder Immediately.
3. Establish an area for the media, (Remember only the designated company representative can make public or media statements).
4. Establish another area for family members or other civilians.
5. Assist other officers to control access areas.
6. Coordinate with local police officials upon their arrival. The local police are very valuable to the Security Officer. Be polite and solicit their assistance.
7. Investigate reports of chemicals detected at the property line. Use proper personnel protective equipment. Contact the Safety Officer if you have any questions.

## SIZE UP

On a drawing of the area indicate the following (Information will be supplied by the Incident Commander):

1. Probable spill location.
2. Safest point of entry.
3. Routes of facility exit once inside.
4. Delineate the hot zone.
5. Delineate the warm zone.
6. Locate the command post.
7. Locate decontamination areas.
8. Locate any possible water contamination sites, as well as any runoff areas (Storm water drains).
9. Supervise spill containment where applicable
10. Locate outside agency staging areas once they arrive.
11. Wind direction.

### LOG OF DETECTOR READINGS AT THE PROPERTY LINE:

TIME	LOCATION	READING

