

TAB G2D

SMSS SECURITY GUIDELINES

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Purpose

To maintain a safe environment for medical shelter staff, patients, and visitors

General Security Requirements

1. Medical shelters are particularly vulnerable to security hazards and threats due to the circumstances of their establishment:
 - a. Disrupted services/infrastructure due to ongoing or recent disaster.
 - b. Large population of patients
 - c. Presence of pharmaceuticals and other valuable equipment and supplies
2. Security must be established and maintained at State Medical Support Shelter (SMSS) facilities 24 hours a day and 7 days a week from the time SMSS Incident Management Teams (SMSS IMT) first arrive to establish the shelters until demobilization of the shelters are complete. The level of security required will depend on the emergency and location of the medical shelter site. For a checklist outlining the items for security consideration refer to the [SMSS Site Security Assessment Form](#)
3. Security includes, at a minimum:
 - a. The physical presence of trained, sworn Law Enforcement officers (local, state, etc.) with jurisdiction to enforce the law, in adequate number to meet the purpose of this SOG (see Security Roles and Staffing Levels) and to perform or assist the SMSS IMT with achieving the following security priorities:
 - i. Conducting an initial site security assessment and developing an operational security plan
 - ii. Establishing control of access outside the SMSS including traffic control, external presence/patrols, and escort activities
 - iii. Establishing control of access inside the SMSS including internal presence/patrols and enforcement of shelter rules and policies
 - iv. Coordinating SMSS security activities, including requests for additional assistance, with local law enforcement
 - b. The active support of the SMSS IMT and all SMSS staff for the development of the security plan and enforcement of SMSS rules and policies, especially as they related to security and safety

Security Roles and Staffing Levels:

1. SMSS IMT: Provides direction and coordination of plans, policies, and actions related to on-site security and safety through the SMSS Operations Section Chief and Safety Officer positions. Specific responsibilities of individuals assigned to these positions are covered in their Job Actions Sheets (see, [Tab G2G: SMSS Job Action Sheets](#)).
2. Law Enforcement
 - a. Roles: Provides sworn law officers to fill Security Unit Leader and Security Officer positions within the SMSS Incident Command Structure.
 - i. Security Unit Leaders are supervised by and report to the SMSS Operations Section Chief, coordinate their actions with the SMSS Safety Officer, and provide direction to all assigned Security Officers.

- ii. Security Officers are supervised by, report to, and perform their duties based on direction from the Security Unit Leader.
- iii. The specific responsibilities of law officers assigned to these positions are covered in their Job Actions Sheets (see, [Tab G2G: SMSS Job Action Sheets](#)).
- b. Staffing Levels: The number of Security Unit Leaders and Security Officer positions adequate to meet the purpose of this Security Officer Guide will be determined prior to the deployment of SMSS resources by the ESF8 Lead, in coordination with the SMSS Incident Commander, ESF13 Lead (Law Enforcement), and the Emergency Services Group Supervisor or their designees. However, initially, at least four (4) law enforcement officers should be provided to meet SMSS security needs over each 24-hour period (2 – day, 2 – night).

Security Priorities and Best Practice Guidelines:

[Site Security Assessment and Operational Security Plan Development](#): Assessment completed by Security Unit Leader with input from the Operations Section Chief and Safety Officer following initial situation briefing and facility tour. Security Unit Leader and Safety Officer work together to develop site-specific plan. Assessment and plan should:

1. Identify hazards for mitigation and associated corrective actions.
2. Set initial area perimeters for work, living, and recreational activities, identify conditions for their modification, and include a simple diagram or map depicting them graphically for staff, patients, and visitors.
3. Address the establishment of exterior and interior security measures.
4. Support shelter rules established by the SMSS IMT regarding personal conduct, pharmaceutical storage, etc. and incorporate existing SMSS Safety Policies (Tab G2E) covering Fire, Use of Force, Missing Persons, and Evacuation
5. Address the coordination of SMSS security activities with local emergency management and law enforcement

[Control of access outside the SMSS](#): Directed by the SMSS IMT, in accordance with the results of the initial security assessment and maintained by the Security Unit Leader and assigned Security Officers upon their arrival to the SMSS.

1. Establish traffic control plans for vehicles and foot traffic.
 - a. Provide escort for vehicles entering/exiting premises, if necessary
2. Establish primary entrance for patients, visitors, and staff and secondary entrance for equipment and supplies.
3. Secure exterior doors to areas in use that are not being used as entrances from outside entry, however:
 - a. DO NOT KEEP OUTSIDE DOORS PROPPED OPEN
 - b. DO NOT BLOCK EMERGENCY EXITS
4. Establish Patient Intake/Staff Registration desk(s) at the primary entrance. Include check-in/check-out procedures for patients, visitors, and staff, vehicles, and keys.
5. Post security personnel at the primary entrance 24/7 and establish schedule for external patrols.
6. Establish an evening check-in time (e.g., 2200 check-in to Branch Directors and report to SMSS IMT Section Chiefs no later than 2210)

7. Establish a plan for facility lock-down to restrict access into and out of the SMSS due to disturbances (e.g., demonstrations, civil disobedience, gang activity, etc.). Plan should include procedures for the rapid securing of exterior entrances and establishment of a single point of entry/exit.

Control of access inside the SMSS: Directed by the SMSS IMT and CMO/CNO, in accordance with the results of the initial security assessment. Maintained by the Security Unit Leader and assigned Security Officers upon their arrival to the SMSS (Note: Signage and posting of signage is the responsibility of the Logistics Section Chief.)

1. Secure sensitive (e.g., pharmacy) and unused areas and clearly identify them as off-limits by posting “Do Not Enter” signs and/or use of colored safety tape.
2. Post signage identifying service areas and defining acceptable conduct (Shelter Rules). Rules should be displayed prominently where they can be easily seen by patients, staff, and visitors.
3. Ensure that emergency evacuation routes are clearly identified.
4. Establish schedule for internal patrols by security personnel.
5. Enforce established controls and policies for media access and personnel as specified in the SMSS plan.

Coordination of SMSS security activities: Processes for requesting and obtaining assistance from local law enforcement will be based on agreements established between SEOC (ESF8 Desk, Public Safety (ESF13), and NCEM Emergency Services) and local Emergency Management representatives prior to SMSS deployment. Once deployed, SMSS IMT will manage these processes in accordance with agreements and utilize the Security Unit Leader and assigned Security Officers for direct coordination with local law enforcement.