

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

Job Description

SECURITY OFFICER - ICP

RESPONSIBILITIES:

- ▶ Provide 24-hour security for the site.
- ▶ Control personnel access to the site in accordance with policies established by the Incident Commander.

ACTIVATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.

OPERATIONAL STAGE:

- ▶ Determine the current site security requirements and arrange for staffing as needed.
- ▶ Determine needs for special access to site facilities.
- ▶ Provide executive and VIP security as appropriate and required.
- ▶ Provide recommendations as appropriate to Incident Commander.
- ▶ Prepare and present security briefings for the Incident Commander and general staff at appropriate meetings.

DEMOBILIZATION STAGE:

- ▶ Follow the Activation/Demobilization Generic checklist.