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.