

OPERATIONS SECTION: SITE FACILITY CHECK/SECURITY

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| PERSONNEL: | Mark Preus, Amber Stogsdill, Karen Johnson, Don Suda Work in pairs. |
| RESPONSIBILITIES: | Take no action that will endanger yourself. |
| START UP ACTIONS: | <ul style="list-style-type: none">▪ Wear hard hat and orange identification vest, if available.▪ Take appropriate tools, job description clipboard, and radio.▪ Put batteries in flashlight if necessary. |
| OPERATIONAL DUTIES: | <p>As you complete the following tasks, observe the campus and report any damage by radio to the Command Post.</p> <p>+ Remember: If you are not acknowledged, you have not been heard. Repeat your transmission, being aware of other simultaneous transmissions.</p> <ul style="list-style-type: none">▪ Lock gates and major external doors.▪ Locate, control and extinguish small fires as necessary.▪ Check gas meter and, <i>if gas is leaking</i>, shut down the gas supply.▪ Shut down electricity only if building has clear structural damage or advised to do so by Command Post.▪ Post yellow caution tape around damaged or hazardous areas.▪ Verify that the campus is “locked down” and report the same to the Command Post.▪ Advise the Command Post of all actions taken for information and proper logging.▪ Be sure that the entire campus has been checked for safety hazards and damage.▪ No damage should be repaired before full documentation, such as photographs and video evidence, is complete unless the repairs are essential to immediate life-safety.▪ Route fire, rescue, and police, as appropriate.▪ Direct all requests for information to the Public Information Officer. |

OPERATIONS SECTION: SITE FACILITY CHECK/SECURITY (CONTINUED)

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| CLOSING DOWN: | <ul style="list-style-type: none">▪ Return equipment and reusable supplies to Logistics.▪ When authorized by the Incident Commander, close out all logs. Provide logs and other relevant documents to the Documentation Unit. |
| EQUIPMENT/ SUPPLIES: | <ul style="list-style-type: none">▪ Vest, hard hat, work gloves, and whistle.▪ LED Flashlight▪ NOAA Weather Radio▪ Campus two-way radio, master keys, and clipboard with job description.▪ Bucket or duffel bag with goggles, flashlight, dust masks, yellow caution tape, and shutoff tools—for gas and water (crescent wrench)▪ Staff members should have a pair of tennis shoes stored at school▪ Clip Board and pen |