

Job Action Sheets
Chief of Police/Security

Date Issued: 10/10/2006
Date Revised: 10/10/2006

Chief of Police: Chief of the University Police Department
Reports To: Emergency Incident Commander
Chief of Police Telephone Number: Contact the UCPD dispatcher at 773-702-8282, or 123 on campus telephones.

Mission: Organize and enforce scene/facility protection and movement of critical supplies.

Immediate

In the event of a major emergency situation, notification of departments involved in emergency operations will be made by UCPD; UCPD staff members will conduct a basic reconnaissance to identify major problems on the campus. When a senior staff member arrives on campus to serve as the UCPD/ECT representative, that individual will be briefed on the situation by the IC. That staff member will in turn provide a briefing to the IC and EMT representatives. This early situation assessment will serve as the initial basis for emergency action plans developed in the EMT.

1. Read this entire Job Action sheet;
2. Put on position identification vest;
3. Obtain a briefing from IC;
4. Initiate an evacuation of an area or building by orders of the IC;
5. Implement the facility's disaster plan emergency lockdown policy and personnel identification policy;
6. Establish Police Department Command Post;
7. Remove unauthorized persons from restricted areas;
8. Establish ambulance entry and exit routes in cooperation with Transportation Officer;
9. Provide escort to emergency or delivery vehicles; and
10. Secure the EOC, triage, patient care, morgue, and other sensitive or strategic areas from unauthorized access.

Intermediate

1. Communicate with ED to secure and post non-entry signs around unsafe areas;
2. Limit unauthorized personnel access to secure areas or those facilities that have been closed and secured;
3. Initiate contact with police agencies through the Liaison Officer, when necessary;
4. Advise the EIC and ED of any unsafe, hazardous, or security related conditions;
5. Assist Labor Pool and Medical Staff Unit Leaders with credentialing/screening process of volunteers;
6. Prepare to manage large numbers of potential volunteers;
7. Confer with Public Information Officer to establish and secure areas for media

- personnel;
8. Establish routine briefings with IC;
 9. Provide vehicular and pedestrian traffic control;
 10. Secure food, water, medical, and blood resources;
 11. Document all actions and observations;
 12. Establish routine briefings with police and security officers;
 13. Observe all staff for signs of stress and inappropriate behavior. Report concerns to the Medical Director for UCOM or SCC;
 14. Provide for staff rest periods and relief; and
 15. Other concerns.