SECURITY MANAGER
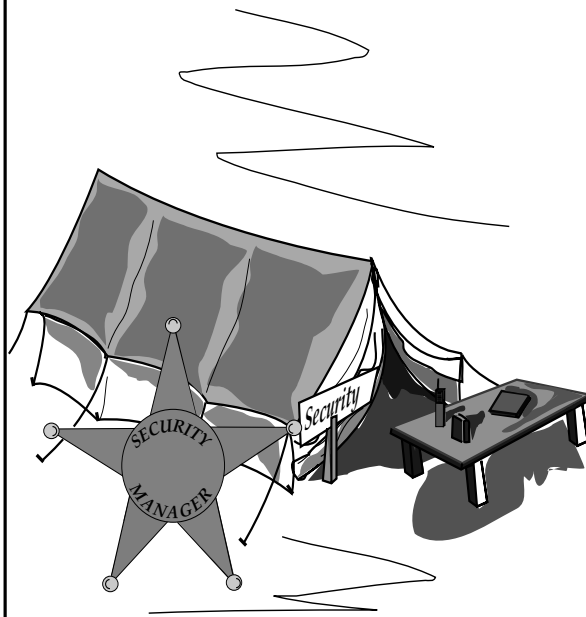## J-259

Job Aid

October 1997
NFES 1246

CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following job aid material attains the standards prescribed for job aids developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The job aid is certified for interagency use and is known as:

SECURITY MANAGER J-259
Certified at Level I

_____
Member NWCG and Training Working Team Liaison

Date _____10/2/97_____

_____
Chair, Training Working Team

Date _____9/15/97_____

Description of the Performance Based System

The Wildland Fire Qualifications System is a "performance based" qualifications system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been "training based." Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

• Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.

• Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

  1. The components of the wildland fire qualifications system are as follows:

     a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTBs have been designed in a format which will allow documentation of a trainee's ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

        IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

     b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.

     c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

  2. Responsibilities

     The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see the Task Book Administrators Guide 330-1 for further information.

INTRODUCTION

The Security Manager J-259 has been identified as a position with-in the National Wildfire Coordinating Group's (NWCG), Wildland Fire Suppression Curriculum. The courses within the performance based curriculum may be administered by either an instructor led formal training course or by the use of "job aids".

Job aids are "how to" books that assist an individual in performing specific tasks associated with the position. They may be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. They can also be used after the individual has become qualified, as an aid or refresher for doing the job.

The performance based training system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the "Wildland Fire Qualification Subsystem Guide, 310-1" for the established standards for this position.

> Law enforcement actions have legal and civil implications. The Security Manager is responsible for clarifying the authority and jurisdiction of the security group. Working outside the limits of this authority and jurisdiction may leave the security personnel, incident management team, and the agency liable for civil or criminal prosecution.
>
> The laws of search and seizure have strong legal precedents. The willful violation of these constitutional rights may leave the security manager personally and professionally liable for criminal prosecution and civil liability.

This job aid was developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Management Training Group under authority of the NWCG, with coordination and assistance of personnel from the following agencies:

<div align="center">

United States Department of Agriculture
Forest Service

United States Department of the Interior
National Park Service

</div>

We appreciate the efforts of those people associated with the development and review of this package.

Job Aid
October 1997
NFES 1246

SECURITY MANAGER

1.   Obtain Information and Assemble Materials for Kit

- National Wildfire Coordinating Group Fireline
  Handbook 410-1.
- OF-288, Emergency Firefighter Time Report
- SF-261, Crew Time Report
- Office supplies, pencils, pens, "post-it" note pads, stapler
  and staples, staple remover, note pad, calculator (with
  batteries and tapes), adhesive tape, manila envelopes,
  flagging etc.
- ICS Form 213, General Message
- Statement forms, incident reporting forms, Unit Log,
  ICS Form 214
- Personal protective equipment.
- Camera
- Agency specific forms and equipment; patrol logs,
  evidence chain of custody, Miranda warnings,
  investigation reports, etc.

2.   Mobilization

- Obtain a copy of the Resource Order Form which
  contains:
  - Incident order number
  - Incident name
  - Management code numbers
  - Office reference numbers (support numbers)
  - Request number
  - Reporting location
  - Reporting time and date

- Request special information, such as the requirement for
  personal protective equipment (hard hat, fire resistant

clothing, boots and gloves, etc.), defense equipment, sleeping bag and tents. Insect repellent and rain gear are a necessity on some assignments.

3. <u>Gather Information</u>

Gather all available information necessary to accurately assess incident; make appropriate decisions about immediate needs and actions including:

- Check-in location
- Reporting time (ETA)
- Travel route
- Order number
- Assigned incident commander's name/location
- Type of incident
- Current resource commitments
- Current situation status
- Expected duration of incident
- Terrain
- Weather (current and expected)
- Agency administrator's name and method to reach (as appropriate)
- Agency administrator's briefing requirements (as appropriate)
- Phone/radio contact procedures during travel

4. <u>Incident Activities</u>

- Locate check-in recorder (usually located near the planning section).
- Complete the ICS-211, Check-in Form, which includes:
    - Agency
    - Name
    - Resource Order Number
    - Home base
    - Departure point
    - Method of travel

- Incident assignment
- Use "other qualifications" column for trainee needs.
- Any additional information requested

- Report to the time unit leader to initiate time report.
- Report to the facilities unit leader or logistics chief.

5. <u>Obtain Briefing From Supervisor</u>

- Obtain work space
- Obtain work schedule
- Obtain operating procedures
  - Inquire about special considerations, such as:
    Agency requirements
    Incident requirements
    Safety concerns
  - Inquire about job assignments and performance requirements.

- Obtain information on sleeping/eating facilities.
- Obtain introduction to other security and logistics personnel.
- Obtain current incident status information.

6. <u>Establish Contacts</u>

Identify and contact local law enforcement agencies. Obtain names and telephone numbers for the incident security plan.

- Establish local law enforcement agency and U.S. Attorney contact.
- Secure local phone book and/or list of local emergency contact phone and FAX numbers.

- Arrange and meet with the local law enforcement agency or Department of Transportation contact to determine current actions. Determine what local resources are available, historic security problems in the area, common communication links, handling of misdemeanor/felony crimes and investigations. Include area evacuation plan (obtain copy for planning unit), traffic control problems, road limitations, and immediate incident needs i.e. checkpoints, roadblocks, etc.
- Clarify authority and jurisdiction.
- Identify all key local, state, and federal law enforcement agencies.
- Contact medical unit and determine emergency medical evacuation plan.
- Check the availability of local security agencies.
- Check the availability of local volunteer rescue/emergency response groups.
- Secure a supply of area maps.
- Availability of traffic control devices and department of highways procedures and contacts.
- A general memorandum of understanding for temporary deputizing of SEC1 personnel, if necessary.

7.   Contact Agency Representatives

Contact agency representatives to discuss any special requirements which may affect security operations. Identify agency concerns and special requirements. These concerns, requirements, and resulting actions will be documented in the security plan.

- Sensitive natural/cultural and historic areas
- Any historic security problems
- Security related environmental problems

- Specific security concerns for the agency
- Establish communication link with agency law enforcement

8. Security Sizeup

The security sizeup addresses the overall security concerns, needs, and requirements of the incident management team and local agencies. Sizeup is the determination or assessment by the SECM using experience and guidelines as to the scope of the job and the resources needed. Information gained from the sizeup is used to develop the security plan.

Incident Security Sizeup will Include the Following:

- **Type of Incident** - *flood, fire, hurricane, demob/R&R center, earthquake, etc.*
- **Key Law Enforcement Contacts** - *Agency law enforcement representative, federal, county, state, local, etc.*
- **Security Problems to Date** - *Thefts, unauthorized personnel, assaults, substance abuse, access issues/closures, etc.*
- **Areas Needing Security** - *ICP, base and/or camps, helibases, staging areas, incident area, etc.*
- **Available Resources** - *Local/agency law enforcement officers, volunteer/rescue emergency response groups, contract security, agency personnel, emergency hires, etc.*
- **Staffing/Resource Needs** - *Minimum of one security person per post, per operational period, within an allowable span of control. Adequate resources to then support those staffing needs.*

- **Special Concerns** - *Inmate, ward crews, ethnic cultural conflict, EEO complaints, military, camp visitors, local attractions (bars, swimming holes), etc.*
- **Evacuation Concerns** - *Check with local, state, federal, and agency, for any area Emergency Management Service plans.*
- **Demobilization Concerns** - *Theft of property, staffing needs, etc.*

Common Problems and Security Measures

The following is a list of some examples of security problems found on an incident. You should be very familiar with them so that you can identify proper security measures and relay them to your subordinates.

- ***Blind Spots***

    These are areas found within a facility that, due to natural or man-made barriers, poor lighting, or other reasons, do not provide for 100% visibility. Example: Supply area surrounded on three sides by a wooden fence.

    Security Measures: 100% surveillance, patrol-intensive, posting guards, patrol-random

- ***Ingress-Egress Areas***

    These are areas where vehicles and/or people enter/exit a facility. The fewer ingress-egress areas the better for providing security. Close unneeded ways in which to enter and exit the area.

    Security Measures: Posting guards

- ***Inmates/Prisoners/Wards And Their Associated Risks***

    Certainly, when a large number of convicted criminals are grouped together, the risks of thefts and other crimes can be expected. However, contrary to popular belief, these inmates are a much lower security risk than other people primarily because correctional officers or guards are present. (Armed officers are not allowed in areas where inmates are assigned.)

    Security Measures: Patrol-random (Sign areas where firearms and weapons are restricted.)

- ***Immediate Detention And/Or Arrest***

    These crime prevention measures if properly used, can be effective.

    Security Measures: Patrol-intensive, patrol-random

- ***Employee Pilferage Prevention***

    The old phrase "out-of-sight, out of mind" is very applicable here: keep highly valuable and pilferable items hidden or locked. The risks will then be minimized. If this is impossible, ropes, fences, or other barriers can be used to keep unauthorized persons out of an area.

    Security Measures: 100% Surveillance, Patrol-intensive, posting guards, patrol-random

- ***Incident Personnel Behavior Problems***

  Any time a large number of people are gathered in a small area, such as a base or camp, problems can arise. Some of these problems are:

  1. Substance abuse
  2. Prostitution
  3. Fighting and other behavior problems.
  4. Illegal use of government vehicles, equipment, and property.
  5. Theft

  Security Measures: 100% Surveillance, patrol-intensive, undercover/low profile, patrol-random

Areas That Need Security

- **Supply Area**

  This is one of the areas having the highest dollar value in any facility. Only the parking area, when full of apparatus and the helibase have more value than the supply area. It should receive high security.

  Security Measures: Patrol-intensive, patrol-random

- **Sleeping Area**

  If personal gear is stored there, it will require a considerable amount of security. In the inmate sleeping area, correctional officers/guards can be expected to provide some security.

  Security Measures: Patrol-intensive, patrol-random

- ***Kitchen Area***

  If refrigerated vans with lockable doors are used, security problems can be minimized. If facilities are left unlocked, employee pilferage can be high.

  Security Measures: Patrol-intensive, patrol-random

- ***Parking Area***

  This area can have the highest dollar value and, therefore, the greatest potential for theft. It should have at least one patrol assigned to it in order to provide the security required.

  Security Measures: Patrol-intensive, posting guard, patrol-random

- ***Ingress-Egress Areas***

  Ingress-egress areas are control points to the incident, i.e., routes into and out of a facility. A check point should be established at each ingress/egress point. It can be an effective crime deterrent, by preventing unauthorized personnel from entering or leaving the facility.

  Security Measures: Posting guard

- ***Helibase(s)***

  There is an area of very high value equipment and should be off-limits to all but authorized personnel. Ingress and egress points should be limited and controlled.

  Security Measures: Posting guard, patrol-intensive, patrol-random

- ***Other Incident Areas***

    There may be other areas on an incident such as roads, trails, staging areas, and other areas within the incident perimeter that may need security. If there is an identified need, the security manager should provide it.

    Security Measures: 100% Surveillance, patrol-intensive, under-cover/low profile, patrol-random

    Security Interview

    The final step prior to actually preparing the security plan entails studying the history of thefts or other crimes on the incident, if any, and applying this history to the plan itself. This is an information gathering process in which close coordination with the unit leaders, especially the supply, facilities and ground support unit leaders, must be maintained. This usually means short interviews with unit leaders and their subordinates on a face-to-face basis.
    The following is a sample of the types of questions that should be asked at the interview:

    1.   Time of crime
    2.   What was the situation, nature of incident.
    3.   Where it occurred
    4.   Value of items(s) lost, stolen, damaged
    5.   Substantiating documents, i.e., invoices, records, statements and evidence
    6.   Witnesses
    7.   Suspects

    The security manager can accomplish a large part of these tasks by working closely with unit leaders and

simply make suggestions or ask what their needs are. Most people are honest and want to prevent thefts and other problems. If approached properly, most people will cooperate.

9.   <u>Security Plan Document</u>

The Security Plan is a written assessment of incident security needs and concerns and the actions taken to address them. The plan is a working document that is a source of security information for the incident management team. This is not a static document and needs to be reviewed and updated periodically.

Once it has been accepted as being complete by the facilities unit leader, reviewed by the logistics section chief, and approved by the Incident Commander, a copy is given to the documentation unit for inclusion in the incident package.

While there is no set format for a security plan the following may be used as a guide.

INCIDENT SECURITY PLAN

CREST INCIDENT

DATE: *JUNE 11, xxxx*

ICP *CREST*

Problems	*None*
Security Concerns	*None*
Security Needed	*Patrol-Random*

INCIDENT BASE *CREST*

- SUPPLY AREA

Problems	*One reported theft- chain saw*
Security Concerns	*Blind spot on east side of supply area.*
Security Needed	*Patrol- Intensive. Walk through with supply unit leader to address security concerns*

- SLEEPING AREA

Problems	*One reported theft-one radio (boom box)*
Security Concerns	*Improper storage of personal items.*
Security Needed	*Patrol - Random. Talk with crew reps. about personal gear storage, insert a security message in the Incident Action Plan.*

- KITCHEN AREA

Problems	*One reported theft-one generator*
Security Concerns	*Unsecured equipment*

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Security Needed	*Patrol- Random. Walk through with food unit leader to address security concerns, secure equipment with locking devices, i.e., lock and chain.*

- VEHICLE PARKING

Problems	*Numerous reports of thefts of small firefighting tools.*
Security Concerns	*Out-of-service strike teams loitering in parking area.*
Security Needed	*Patrol- Intensive, remove unauthorized persons.*

- INGRESS/EGRESS AREAS

Problems	*Unescorted media inside incident base.*
Security Concerns	*Numerous ingress/egress areas.*
Security Needed	*Post guards at each ingress/egress location, reduce the number of access points.*

CAMPS *BIG ROCK*

- SUPPLY AREA

Problems	*None*
Security Concerns	*Blind spot on back side of supply area.*
Security Needed	*Patrol-Random. Walk through with supply unit leader to address security concerns*

- SLEEPING AREA

Problems	*None*
Security Concerns	*None*
Security Needed	*Patrol - Random*

- KITCHEN AREA

Problem	*One reported theft- frozen food.*
Security Concerns	*Unsecured refrigerator vans*
Security Needed	*Patrol - Random. Request through food unit leader that vans be locked*

- VEHICLE PARKING

Problems	*None*
Security Concerns	*None*
Security Needed	*Patrol- Random*

- INGRESS/EGRESS AREAS

Problems	*None*
Security Concerns	*Numerous ingress/egress areas.*
Security Needed	*Post guard, reduce to one access into camp.*

HELIBASE *CREST*

Problems	*None*
Security Concerns	*Large number of personnel in and out.*
Security Needed	*Patrol Random 24 hour coverage, post guard*

INCIDENT AREA

Problems	*Unauthorized personnel*

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Security Concerns	*Uncontrolled access*
Security Needs	*Coordinate with sheriff and set up vehicle check points*

SPECIAL CONCERNS

Problems	*Ethnic and cultural conflict, camp visitors, local attractions (bars/convenient stores),*
Security Concerns	*Fighting, theft, alcohol in camp, drunkenness*
Security Needs	*Post guard, patrol-random, intensive*

Phone numbers of local law enforcement (Name of
Agency) and emergency contacts: *555-3765*

555-2239

NARRATIVE:

Local law enforcement officer (Police Chief) Dan Steele was notified today of the incident, its scope, and expected duration. He offered his full cooperation, and will provide a patrol car for continuous 24-hour per day use. The patrol car will canvass the perimeter of the facilities for the duration of the incident.

Corrections Lt. Olesen has been contacted and has been advised that the inmate sleeping area borders a chain-link fence surrounding a pharmacy.

Submitted as complete by:	*Security Manager-Crest Base*
Accepted as complete by:	*Facilities Unit Leader Crest Facility*
Reviewed by:	*Logistics Section Chief*
Approved by:	*Incident Commander*

10. <u>Requesting Personnel</u>

It is recommended that a minimum of two security persons be provided at the base and each camp per 12-hour operational period. Some personnel may not be allowed by their agencies to work alone under certain situations, i.e. night operational. The total number of personal required is determined by the security plan.

Staffing

Remember to provide a relief for yourself.

There is no hard and fast rule for staffing levels; the type and location of the incident will have an effect on those levels.

Using the <u>Crest Incident</u> example, the following staffing matrix was developed to assist in planning for and ordering resources Look at least 48 hours in advance when ordering security resources.
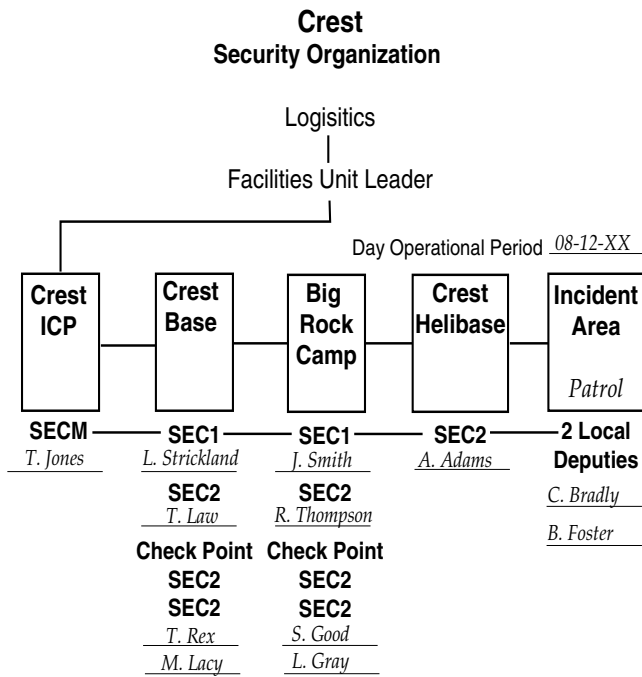
SECM-
SEC1-
SEC2-
If the incident is close to a populous area, then more SEC1 may be needed. If the incident is in a rural area it may be that fewer SEC1 and/or more SEC2 could be used.

Location	Day	Night
ICP	SECM	SECM
INCIDENT BASE	1 - SEC1	2 - SEC2
SUPPLY AREA	1 - SEC2	
SLEEPING AREA		
KITCHEN AREA		
VEHICLE PARKING		
INGRESS/EGRESS	2 - SEC2	1 - SEC1
AREAS		1 - SEC2
CAMPS BIG *ROCK*	1 - SEC1	1 - SEC1
SUPPLY AREA	1 - SEC2	1 - SEC2
SLEEPING AREA		
KITCHEN AREA		
VEHICLE PARKING		
INGRESS/EGRESS	2 - SEC2	2 - SEC2
AREAS		
HELIBASE CREST	1 - SEC2	2 - SEC2
INCIDENT AREA	2 deputies (outside agency)	2 deputies (outside agency)

For the night operational period it is possible to use an SEC1 as the SECM.

Crest
Security Organization

Logisitics
|
Facilities Unit Leader

Day Operational Period _08-12-XX_

Crest ICP	Crest Base	Big Rock Camp	Crest Helibase	Incident Area _Patrol_

SECM	**SEC1**	**SEC1**	**SEC2**	**2 Local Deputies**
T. Jones	_L. Strickland_	_J. Smith_	_A. Adams_	_C. Bradly_
	SEC2	**SEC2**		_B. Foster_
	T. Law	_R. Thompson_		
	Check Point	**Check Point**		
	SEC2	**SEC2**		
	SEC2	**SEC2**		
	T. Rex	_S. Good_		
	M. Lacy	_L. Gray_		

Other Sources of Personnel

- City and county law enforcement agencies
- State highway patrol or state police
- Private security agencies
- Volunteer emergency response agencies
- Interagency mobilization requests
- Direct recruitment (AD Hires) from the local community
- Search and rescue organizations

Resources orders are normally requested on General Message, ICS Form 213, although any <u>written</u> request may be used. Requests are routed through the facilities unit leader (or logistics section chief).

Resource needs should be evaluated daily. Excess resources should be identified and re-assigned or released for demobilization.

11.   <u>Handling Sensitive Issues</u>

Certain situations are confidential in nature and should be directly discussed with the direct supervisor; either the facilities unit leader or logistics section chief. Other key incident or local personnel may need to become involved to resolve these situations, such as, special agents, human resource officers, agency personnel officer, sheriff's deputies, etc.

Special Areas Of Concern

Inmate Crews

- May require special arrangements:
    - separate sleeping areas
    - different showering and eating times
    - separation from the rest of the camp
- Coordinate with guards on specific needs.
- Minimize contact between armed security personnel and inmate crews.
- Check on specific guidelines for each state, when inmate crews are present

Ethnic and Cultural Concerns

- Be aware of the cultural differences between various ethnic groups.
- Seek advice from the agency representative, human resources officer and/or facilities unit leader regarding any special security concerns.

EEO Complaints

- EEO complaints should be immediately directed to the facilities unit leader and the incident commander, with the direct involvement of the human resources officer.
- The incident commander will identify procedures to follow for investigation.

Camp Visitors

- Visitors should be held at the entrance check-point until the incident employee can be located and can meet them.
- The incident employee should be reminded they are responsible for their visitors during their stay in camp.
- No unauthorized persons will be allowed in camp.

Alcohol and Drug Problems

- Close coordination with local law enforcement agencies, agency representatives, and command staff is necessary to prevent and resolve drug and alcohol use in and out of incident.
- Special operations such as drug dogs and/or undercover investigations will need to be coordinated through the incident commander and local law enforcement agency.

Contracted Personnel

- The current trend is to contract more and more personnel. This could increase potential for theft, EEO complaints, etc.

Special Events

- Special events such as movies, dances, pig roasts, etc. should be coordinated with the command and general staff. A shut down time will need to be established and enforced.
- Extra security will normally be necessary.

12. <u>Briefing Incident Personnel</u>

Assure that a member of the security team attends each incident briefing. Obtain Incident Action Plans. Distribute copies of the plan and brief other personnel on incident status.

Assure all new incident personnel are briefed and assigned as soon as possible after arrival.

All briefings should address safety, authority, jurisdiction and liability concerns.

Types of Security

- 100%
  This is a very labor-intensive method, but at times necessary, especially if many thefts or other crimes have occurred in a given area.

- Patrol - Intensive
  This can be a deterrent to crimes, but is less reliable than 100% surveillance. However, if high security type visibility is warranted, it is a good method.

- Patrol - Random
  Again, this can be a deterrent, but it is less effective than intensive patrol. It is commonly used in areas of high visibility and minimal "blind spots", where little or no thefts or other crimes have been reported.

- Under Cover- Low profile
  This method is rarely used in facilities but can be an excellent tool to use when illegal activities are suspected.

- Post Guards
  This method can and has been used with great success in facilities. It is done primarily at ingress/egress areas, but can also be used in other areas to determine unauthorized **personnel from entering the area. It is very labor intensive**.

- Vehicle Inspections/Searches
This method can be used to detect the theft of supplies and materials. Vehicle inspections should be conducted by SEC1 personnel. Government vehicles can be searched at any time with the exception of personal gear. Similar rules apply to government contracted vehicles. Private vehicles may not be searched without probable cause. Private vehicle inspections are limited to those areas in "plain view". Personal possessions and closed containers cannot be searched without probable cause or consent.

If probable cause is established, a thorough search could be warranted. <u>The laws of search and seizure must be followed.</u> When ever possible a law enforcement officer with jurisdiction will review the probable cause and should conduct the search. Documentation and custody of seized items should lie with the agency with jurisdiction. Documentation of the search procedures should be maintained and included in the unit log.

Personal items including packs, sleeping area and other incident facilities are similarly limited to "plain view" unless probable cause is established to conduct a more thorough search. Searches should always be conducted by a law enforcement officer with jurisdiction and legal authority.

The laws of search and seizure have strong legal precedents. The willful violation of these constitutional rights may leave the security manager personally and professionally liable for criminal prosecution and civil liability.

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13.   Provide for the Safety and Welfare of Assigned Staff

Assure that all personnel have the necessary equipment to complete their assignment. This could include traffic vests, flashlights, signing materials, flagging, vehicles, radios, cell phones, etc.

Assure health and safety concerns are met. This could include areas to secure weapons, sleeping areas, medical concerns, etc. Assure that a copy of the Health and Safety Code is available.

Review incident action plans and timesheets to assure that work-rest guidelines are being met. Excessive operational period lengths should be kept to a minimum.
Security Work Schedules

Security personnel are not limited to the 0600 - 1800 routine operational period changes normally encountered on incidents. Normally incident work schedules are dictated by the incident. Security personnel are most often needed during the operational period change on the incident. Some options for security work schedules are:

1200 - 2400 hours

Advantages--Allows maximum coverage during peak traffic times. Allows the crew to use the cool of the morning and the cool of the evening to get restful sleep. The pace in camp is normally quieter during the sleep period.

Disadvantages--May conflict with the meal schedules and creates difficulties in feeding staff.

0800 - 2000 hours

Advantages--Allows for good coverage during peak traffic times. Normally coordinates better with the camp services.

Disadvantages--May be difficult to find a quiet sleep area for the night operational period.

Other options are available. Choose the best option that meets the needs of the incident and the needs of the security staff.

14.   Documentation and Record Keeping

UNIT LOG	1. INCIDENT NAME CREST	2. DATE PREPARED	3. TIME PREPARED
4. UNIT NAME/DESIGNATORS. SECURITY MANAGER	5. UNIT LEADER (NAME AND POSITION) T.JONES-SECURITY MGR.		6. OPERATIONAL PERIOD 8-12-97 1200-2400

7. **PERSONNEL ROSTER ASSIGNED**

NAME	ICS POSITION	HOME BASE
J.SMITH		
R. THOMPSON		
T. LAW		
L. STRICKLAND		
T. REX		
M. LACY		
S. GOOD		
L. GRAY		
A. ADAMS		
C. BRADLY		
B. FOSTER		

8. **ACTIVITY LOG** (CONTINUE ON REVERSE)

TIME	MAJOR EVENTS
1200	RECEIVED BRIEFING FROM LOGISTICS SECTION CHIEF
1300	ORDERED 2 SEC2 FOR BIG ROCK CAMP
1430	TOOK REPORT OF CHAINSAW THEFT FROM R&D MANAGER
1500	ASSIGNED 2 SEC2 TO NIGHT SHIFT AT BIG ROCK CAMP
1530	REPORT OF 300 STEAKS MISSING FROM FOOD UNIT
1600	INVESTIGATION UNCOVERED MISSING STEAKS IN COOK'S PRIVATE VEHICLE
1630	COOK TURNED OVER TO DEPUTY SHERIFF
1700	REQUEST APPROVAL FOR UNDERCOVER OPERATION FROM THE I.C.
1800	TOOK REPORT ON UNAUTHORIZED PERSONNEL IN CHOW LINE
1900	I.C. APPROVED UNDERCOVER OPERATION
2030	COMPLAINT OF LOUD MUSIC IN SLEEPING AREA
2400	BRIEFED ONCOMING SEC. - OFF SHIFT

All significant events must be documented. Documentation of security information should begin upon arrival with the unit log (ICS-214) and continue throughout the duration of the incident. Incident logs should be updated for each operational period. Other investigative documentation must be completed in a timely manner and included in the documentation package.

Additional incident documentation could include:

- Traffic Accidents
- Comp/Claims Investigations
- Criminal Incident Reports

The security manager or a member of the security team may be called upon to assist the compensation/claim unit, investigate traffic accidents, damage to the government and private property, injury accidents, etc. In most cases, the security unit will have more experience investigating these matters than individuals in the comp/claim unit.

Investigations with criminal and/or civil implications should be discussed with the logistics section chief and coordinated with the local managing agency. Confidentiality is important. Assure the chain of custody of all evidence is complete and that all pertinent facts are documented and relayed to the appropriate law enforcement agency(s).

15. Incident Demobilization

Unlike other sections of the incident, security staffing needs may increase during demobilization. Anticipate increased workloads around camp and base areas. Coordinate with the demobilization unit leader to determine resources which have been released. Schedule changes may be necessary to accommodate demobilization plans when large numbers of personnel are released in a short period of time. Beware of the tendency for demobed personnel leaving the camp to take government property. Coordinate with supply to assure that

all items checked out are checked in. Maintain a list of missing items.

16. Demobilization And Release Of Security Personnel

As security needs decrease, consideration must be given to releasing excess security personnel.

- Obtain release information for the resources involved.
- Upon demobilization of security personnel assure they are debriefed, all documentation completed, all equipment returned, and travel arrangements completed.
- De-brief with agency personnel, assure all agency concerns have been satisfied and that necessary documentation has been distributed.
- Check with time unit to assure that all times are up to date and complete for all assigned incident personnel.
- Obtain ICS-221 Demobilization Check List from the planning section.
- Debrief with supervisor and receive signed performance appraisal.
- Check-out with each section indicated on the ICS-221.
- Submit completed ICS-221 to the planning section.
- All assigned security personnel should receive a signed evaluation

General Security

Here are some general security tips that may assist you in the job of Security Manager (SECM).

1. Local law enforcement may be used to help identify local individuals with questionable backgrounds. This could include persons that frequent area or that are hired for the incident.

2.	Identify the location of local "attractive nuisances" such as bars, convenience stores, swimming holes, etc.

3.	**Request that all media remain at the front gate until contact is made with the public information officer. Media should not be allowed into camp or onto line areas unless escorted by the public information officer.**

4.	**Follow-up on supply to assure tracking of equipment on the line or in the camp. Be especially sensitive to tracking saws, generators, pumps, radios, cell phones, etc.**

5.	**Be alert for vice crimes such as prostitution, gambling, etc.**

6.	**Appropriate use of off-duty time should be identified in the initial briefing by the IC. Each individual and/or crew is responsible for off-duty behavior.**

7.	**Secure and keep a current map of the camp including crew locations. It is needed to locate incident employees.**

8.	**Enforce quiet times in sleeping areas day and night.**

9.	**Hire local law enforcement through coop/MOU/contract agreements. Under AD hiring system, law enforcement officers become government employees and lose their law enforcement authority. This is a liability concern.**

10.	**If camps are established some distance from the incident base, another security manager may be needed. This person does the same job for the camp as the security manager does for the base.**

11.   Camp boundaries should be clearly marked in certain situations to prevent unauthorized entry by non-incident personnel.

12.   Mobilization, R & R centers, and other facilities will require security similar to a base camp, and could increase your staffing needs. Maintain close contact with local law enforcement authorities. There are times these areas will be outside your authority and jurisdiction.

13.   Radical special interest groups could interfere with incident o*/6perations, and will increase security needs. Close contact with local law enforcement agencies will be required.

14.   Traffic rules will be enforced. Enlist the help of local law enforcement agencies with jurisdiction.

15.   Review special closure orders initiated by the incident and implement. Work with incident management team/agency law enforcement representatives for any additional special closures.

16.   Drop points have potential for equipment thefts.

17.   Whenever security personnel are assigned to an operations functional area, the full personal protective equipment (PPE) that is required by those operations personnel will be worn by the security personnel.

Theft Prevention Techniques

1.   Identify theft prevention in the daily shift plan.

2.   Provide security personnel to accompany camp clean-up crews through sleeping areas.

3.   Encourage crews to secure all personal gear before leaving for the line.

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4.   Maintain high security visibility in crew sleeping areas
        as crews come in and leave.

5.   Maintain a 24 hour guard on ingress/egress points.

6.   Encourage the reporting of thefts.

GLOSSARY OF TERMS

100% Surveillance-Continuous Observation. — This is a very labor intensive method, but at times necessary, especially if many thefts or other crimes have occurred in a given area**.**

Agency Representative — An individual assigned to an incident from an assisting or cooperating agency, who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency representatives report to the liaison officer.

Attractive Nuisance — Those areas that attract a significant number of individuals. Examples: bars, swimming holes, convenience stores, etc.

Base (Incident Base) — The location at which primary logistical functions for an incident are coordinated and administered. There is only one base per incident. The incident name or other designation will be added to the term "*Crest* Base". The ICP may be collocated with the base.

Blind Spot — These are areas found within a facility that, due to natural or human-made barriers, poor lighting, or other reasons, do not provide for 100% visibility. Example: Supply area surrounded on three sides by a wooden fence.

Camp	A geographical site, within the general incident area, separated from the incident base, equipped and staffed to **provide food, water, and sanitary services to incident personnel.**
Check Point	A fixed location, usually on the perimeter of an incident, which controls access to and from the incident.
Demobilization Center	A facility where individuals may be processed and held for transportation to home unit or another incident upon demobilization from an incident
Drop Point	A location, usually within the incident area, established by either operations or logistics to place or retrieve personnel and equipment. Drop points are usually physically signed and numbered, such as, drop point 1, 2, etc. These locations are identified on an incident map.
Incident Area	Geographic location defining the incident. Examples may be the perimeter of a wildfire, the area of a flood, area of destruction of an earthquake or hurricane.
Incident Command Post (ICP)	A location at which the primary command functions are executed, may be collocated with the incident base.
Ingress/Egress	These are areas where vehicles and/or people enter/exit a facility. The fewer ingress-egress areas the better for providing security.

Inmate Crew	Work crew comprised of prisoners, inmates or wards of the state. Certainly, when a large number of convicted criminals are grouped together, the risks of thefts and other crimes can be expected. However, contrary to popular belief, these convicts are a much lower security risk than other people primarily because correctional officers or guards are present.
Patrol-Intensive	This is a roving type of patrol with greater frequency than a random patrol. This can be a deterrent to crimes, but is less reliable than 100% surveillance. However, if high security type visibility is warranted, it is good method.
Patrol-Random	This is a roving type of patrol at varying times. It's commonly used in areas of high visibility and minimal "blind spots", where little or no thefts or other crimes have been reported.
Personal Protective Equipment (PPE)	Items of clothing, tools and apparatus issued to individuals assigned to an incident that protect them from injury. Examples: hard hat, goggles, hearing protection, gloves, etc.
Posting Guards	Technique of providing security by assigning personnel to fixed location. Usually these are areas of ingress/egress or high traffic flow.

R&R Center	Facility where individuals may rest and recuperate after being on an incident for an extended period of time.
Staging Area	A temporary on-incident location, managed by the operations section, where incident personnel and equipment are assigned on a 3 minute available basis.
Under Cover/Low Profile	The use of incognito or non-uniformed security personnel to observe problem areas. This method is rarely used in facilities but can be an excellent tool to use when illegal activities are suspected.
Vehicle Inspection	The cursory examination of all areas of a vehicle within plain view.
Vehicle Search	The intensive examination of all areas within a vehicle for the purpose of locating contraband. A vehicle search of private vehicles can only be done after probable cause has been established.