SECURITY BRIEFING CHECKLIST

Safety & Security Officer

Name

Location and contact details

Emergency services phone #s

Safety and Security Plan (SSP)

<table>
<thead>
<tr>
<th>Plan</th>
<th>Received (Y/N)</th>
<th>Obtain From</th>
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<td>SSP comprehensive</td>
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<td>Comms Plan</td>
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<td>Medevac Plan</td>
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<td>Contingency Plans</td>
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<td>Evacuation Plan</td>
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<th>SOPs</th>
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<td>Security update</td>
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<td>Activities of Daily Living</td>
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<td>Comms (PACE)</td>
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<td>Transport (PACE)</td>
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Operations Orders

SMEAC

**Situation**

Exact location (of incident)

Mission

Type of incident (hazard)

Execution

Hazards present

Admin & logistics

Access for emergency vehicles

Command & signals

Number & severity of casualties

Tactical Situation

METT-T

Mission

Enemy

Terrain

Troops

Time available

Emergency services present & needed
ORIENTATION TO THE OFFICE

Find building entry/exit points.

Find landlines and sat phones.

Find smoke detectors, fire alarms, and fire extinguishers.

Find smoke hoods, hard hats, and flashlights.

Find first aid kit.

Find protected room for shelter-in-place. Otherwise, find toilet block (often structurally sounder than main building with ventilation and water source).

Find building escape route and outside rally point.

Find escape routes from the neighborhood.

Get GPS coordinates for office and home. Know 3 routes between them.

Know how to call the security officer, neighborhood warder, team leader, and phone tree contacts.