

SECURITY BRIEFING CHECKLIST

Safety & Security Officer

Name

Location and contact details

Emergency services phone #s

Safety and Security Plan (SSP)

Plan	Received (Y/N)	Obtain From
SSP comprehensive		
Comms Plan		
Medevac Plan		
Contingency Plans		
Evacuation Plan		
SOPs	Received (Y/N)	Obtain From
Security update		
Activities of Daily Living		
Comms (PACE)		
Transport (PACE)		

**Operations Orders
SMEAC**

**Current Situation
ETHANE**

**Tactical Situation
METT-T**

Situation

Exact location (of incident)

Mission

Mission

Type of incident (hazard)

Enemy

Execution

Hazards present

Terrain

Admin & logistics

Access for emergency vehicles

Troops

Command & signals

Number & severity of casualties

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.