

SECURITY GUARD DUTIES

1. WEATHER DATA - Record in log every 3 hours

2. SEVERE WEATHER MONITORING

- a. Monitor Nat. Weather Service
- b. " Local Police Radio Nets
- c. " Local AM/FM Radio broadcasts
- d. " guardhouse tornado detector
- e. Advise operations of impending severe weather

* 3. SWITCHBOARD

- a. Operate
- b. Monitor functioning & report failures to Tel. Co. Repair

* 4. MAINT. CALL-INS

- a. Perform call-ins, as requested
- b. Utilize telephone "ringer," maint. call-in schedule, w. order
- c. Record all calls, using report form

5. FM RADIO SCANNER - Monitor 10 frequencies, including plant traffic

6. CB RADIO

- a. Monitor
- b. Utilize for emergency contact when needed

> 7. LEAD & TOTAL DUST DOSIMETRY

- a. Keep pump batteries charged
- b. Report defective pumps & associated equipment
- c. Prepare pumps and sampling filters for use
- d. Begin sampling at employers as scheduled
- e. End " " " " " " - Record data on cards

8. VCM DOSIMETRY

- a. Prepare badges for use [add carbon charges]
- b. Begin/End sampling at employers per schedule
- c. Remove carbon from badge and can in bottles - Remake data on card

9. FLASHLIGHTS — Retain assigned number of types for emergency use

10. HNU INSTRUMENTS

a. Keep charged

b. Issue to operations on demand

11. KEY ISSUES

a. Keep "issue" keys secure

b. Issue to authorized personnel only & only with signature

c. Maintain key issue log — Includes who, key, destination, time in/out.

d. Report missing/damaged keys

e. Report suspected mis-use of keys

12. EQUIPMENT LOANS — Regulate passage of "loaned" equipment through gate via use of the Equipment Loan Pass system.

13. MONEY CHANGING — Make change when money changer inoperative

14. VENDING MACHINE REFUNDS — Give refunds to employees who sign a complaint form [to be retained for Vending Company].

15. MEAL TICKETS

a. Exchange money envelopes for bona fide tickets

b. Cancel each ticket with date stamp

c. Secure account for all money envelopes & tickets

16. PAYCHECK DISTRIBUTION — Distribute to off-work employees or their representatives per established security policy.

17. GUARDHOUSE FORMS SUPPLY — Maintain minimum stock by use of "Zerex" [a night duty].

18. GUARDHOUSE JANITORIAL WORK — Do all such work in house and immediate area — Maintain mops, bucket, broom, supplies.

19. INDUSTRIAL WASTE TRASH HAULING

a. Count loads removed

b. Sign bills, writing number of loads [retain copies]

20. TIMECARDS - Distribution and pickup on:

a. Saturday

b. Sunday

* 21. EMERGENCIES

a. Call out Emergency Organization, etc. per Emerg. Plan

b. Be prepared to start/stop fire pumps if required.

c. Call Hospital, Fire Dept, etc, if required and authorized

* 22. VEHICLE / PEDESTRIAN TRAFFIC

a. ALLOW ENTRANCE ONLY PER SECURITY POLICY!

b. Log all vehicles in and out

c. Issue vehicle passes

d. Verify adequate foot gear, Handtools, Safety glasses

e. Monitor Contractor Sign-in / Sign-out

f. Follow special security instructions [not published]

23. NIGHTLY OFFICE DOOR & FENCE GATE CHECK

a. Use vehicle for Gates - Record results on form

b. Office Doors - Record on form

c. Secure unlocked doors or gates

24. WEEKLY PERIMETER FENCE CHECK

a. Using vehicle, check condition of entire plant fence and all perimeter doors - Record results on report

b. Write work orders for repair of deficiencies.

25. SAFETY RECORD BOARD

a. Maintain count of days with ~~no~~ disabling injuries.

b. ~~Update board daily.~~

26. U.S. FLAG - PUT UP / TAKE DOWN PER U.S. FLAG CODE

27. PARKING LOT SURVEILLANCE

a. Observe parking lot activity

b. Report suspicious activity immediately

28. SAFETY GLASSES - Loan, using signout log