



Security Spotlight

An Informational Guide for Securitas Clients

The SLAM technique:

Stop: Observe your surroundings and become aware of what is going on around you.

Look: Pay attention to what you see and notice whether anything looks unusual or out of place. Take notes and report anything that looks unsafe or unusual.

Assess: If you think you have identified a potential threat, decide what action to take. Always report anything that looks unsafe or unusual.

Manage: If you feel unsafe at any time, stop. Tell your coworkers and immediately report to your supervisor. If you have solutions that would help improve the safety of yourself and others at the client site, alert your supervisor.



Maintaining security amid uncertainty

Practicing personal security awareness is essential in uncertain times. Awareness is a choice. One must choose to pay attention. Routine tasks often become rote actions in which the individual is not truly engaged. Maintaining a heightened level of operative situational awareness requires real effort. Focus on your responsibilities and your surroundings—even those that are most familiar. Also important to maintaining situational awareness is avoiding things that lock your focus. Things that lock your focus

are things like your cell phone, which prevent you from maintaining active awareness. Incorporating situational awareness into your workdays, can help reduce risks and improve the safety of your work environment.

Situational awareness

Situational awareness is a human experience defined as knowing and understanding what is happening around you, predicting how it will change with time, and being in tune with the dynamics of your environment. We practice situational awareness every day—when crossing the street, driving our cars,



Prioritize

In an emergency, life safety is always the priority. A thorough emergency plan should include protective actions for life safety.

Protective actions for life safety include:

- Evacuation
- Sheltering
- Shelter-In-Place
- Lockdown



and making dinner in our kitchens. Situational awareness is knowing what is going on around you and staying vigilant to any changes or threats. All employees are encouraged to practice situational awareness by always being alert to their surroundings, and to use their experience, training, and skills to assess their workplace environment on an on-going basis.

Responding to an emergency

In the event of an emergency, follow all company security policies and protocols. Your workplace should have a documented emergency response plan that describes how to respond to specific kinds of emergencies. The plan should outline drills for fires, severe weather, “shelter-in-place” and lockdown situations. Familiarize yourself with your company’s emergency exit plans and site evacuation alarm system. Learn the types of action plans and the response expected from employees for different types of incidents. For example, the action required for a reported fire may differ from what is done if there is a bomb threat. If there is a rally point outside the building for emergencies requiring evacuation, it is recommended that an evacuation drill be practiced annually to help ensure individuals know what to do and where to go if there is an emergency.

Education for an effective response

Learn what to do in the event of an emergency before there is one.

Understand the plan of action for different circumstances in your workplace for yourself and others. Lack of knowledge is not an excuse for poor job performance. All employees should educate themselves about any potential hazards that their environment or actions can pose to themselves or others. Staying current with respect to the systems, processes, and procedures at your workplace will help you feel confident that you know what to do in a given situation. Make sure your workplace has an Emergency Plan and that employees know what is expected of them in an emergency. Develop a notification system.

- Identify the two nearest exits anywhere you go. Have an escape path in mind.
- Understand the plans for individuals with disabilities or other access and functional needs.
- Account for personnel and guests.
- Coordinate preparation with existing plans.
- Train employees to recognize and report concerns.
- Always follow instructions from emergency personnel, if applicable.

Following life safety, the next most important action is the stabilization of the incident. In any emergency, one of the keys to personal safety is remaining calm. Be prepared, stay calm, and act quickly based on your training and documented procedures.

