

# Security SpotLight

## An Informational Guide for Security Clients

### **Situational Awareness**

**Situational awareness requires 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. It is part of our daily activities—when crossing the street, driving a car, or preparing a meal.**

**Situational awareness is knowing what is going on around you while remaining vigilant to any changes or threats. Employees are encouraged to demonstrate situational awareness, by always being alert to their surroundings, and using their experience, training, and skills to assess their workplace environment on an on-going basis.**

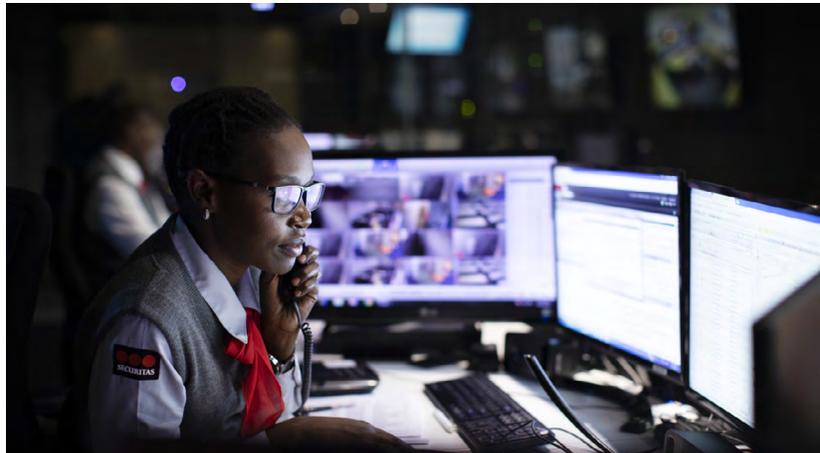
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## The Role of Vigilance in Safety

Vigilance is essential in uncertain times. Even if there is a change to business operations that requires employees to work remotely or stagger occupation of the work site, it is important to focus on your responsibilities and your surroundings in order to maintain operative situational awareness. Try to avoid distractions that lock your focus. Things that lock your focus prevent you from maintaining active awareness. Situational awareness can reduce risks and help improve the safety of your work environment.

### **In an Emergency**

In an emergency, you should always follow company security policies and protocols. Your workplace

should have an emergency response plan in place, and it should include fire drills, severe weather drills, "shelter-in-place" and lockdown drills.

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. Understand how procedures and expectations change if there is reduced occupation at the facility or employees are working remotely. If there is a rally point for emergencies requiring evacuation, an evacuation drill should be practiced annually to make sure everyone knows what to do and where to go.

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## Use 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 note and report anything that looks unsafe or unusual.
- **Assess:** If you think you have identified a potential threat, decide what action to take. 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 in your workplace, alert your supervisor.

Security awareness increases preparedness, introduces essential new knowledge, and helps improve workplace safety.

Education is key. Learn what to do in the event of an emergency before there is one. Make sure you 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. Ensure that you are up-to-date with the systems, processes, and procedures for your workplace, and that you feel confident about what to do in any situation. Make sure your workplace has an emergency plan and ensure everyone knows what is expected in an emergency.

- Develop a notification system.
- Look for 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 listen to the instructions of emergency personnel, if applicable.

In an emergency, life safety is always the first priority.

Your emergency plan should also have protective actions for life safety. Protective actions for life safety include:

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

The second priority is the stabilization of the incident. In an emergency, one of the keys to your safety is to remain calm. Be prepared, maintain your composure, and act quickly based on your training.



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For more information on this and other security related topics, visit the Securitas Safety Awareness Knowledge Center at <http://www.securitasinc.com/en/knowledge-center/security-and-safety-awareness-tips>