

# Security Spotlight

## An Informational Guide for Securitas Employees

### Knowing what to do in an emergency can improve response time:

- Identify preparations before an emergency occurs.
- Sign up to receive local emergency alerts and register your work and personal contact information with any work sponsored alert system.
- Be aware of your environment and any possible dangers.
- Learn and practice first aid skills, CPR, and how to operate an AED.
- If you see something, say something to a supervisor or the authorities right away.



### Dealing With Emergencies

Medical or fire emergencies are stressful situations, and stress is a natural human reaction in an emergency. However, panic and anxiety from stressors can lead to inaction and cause unnecessary distress. Knowing what to do in a stressful situation can prepare you with the information needed to stay calm and act effectively to keep yourself and your co-workers safe, and can help you make better and safer decisions about what to do. Preparation and training can help you feel more confident and be more effective in an emergency.

### Have a Plan

Knowing what to do in an emergency as outlined in your site Post Orders is key. It is important for all employees to be prepared for emergency situations, and to have a plan of what to do if something happens. By thinking and planning ahead, you can save yourself valuable time in an emergency. All organizations should develop an emergency action plan and conduct regular practice drills.

Make sure your workplace has a plan in place so every employee knows what to do.



### Tips for Keeping Calm in an Emergency

Keeping calm in an emergency is essential. Stress can trigger a fight-or-flight response and lead to panic. Learn to focus on your breathing; it will help clear your mind and allow your body to relax so that you can make better choices and more effectively manage the situation. Practice taking deep breaths: when under stress in an emergency, people often take shallow breaths. It is important to take deep breaths so you can think clearly. Focusing on the facts will also help you stay calm. Follow the emergency plan in your workplace and practice often to help minimize stress during emergencies.



Your site's security plan should include plans for fire evacuation, severe weather, bomb threats, and other emergency events. Ensure you are ready for future events by restocking your disaster supply kits and updating your workplace disaster plan.

### Get Training

All employees can address their training and skills through multiple avenues. Remember that all training must be approved by your supervisor or district manager. Every employee must take it upon themselves to understand the site plan, goals, and mission of the client organization. If they are not sure of something, then they must speak up and ask. It is important to know where first aid kits and other emergency supplies and devices are kept at your place of work. The American Heart Association wants everyone to have the knowledge and skills to feel comfortable in the event of an emergency and they can provide you with the training and skills you need to prevent, prepare for and respond

to emergencies. This training can give you confidence to provide care when it's needed most.

### Emergency Drills

Ensure that your place of work conducts regular fire and safety drills. While these types of drills can interrupt your daily routine, it is important to take part and pay attention to the details such as emergency exits and action plans. Much of the stress during an emergency comes from not knowing what to do. Prepare yourself with this knowledge so you can act calmly and assist client employees throughout the drill as well as in an actual emergency. Be sure to understand the plans for individuals with disabilities or other access and functional needs.

Make sure your workplace has an emergency plan and ensure everyone knows what to do in an emergency. Know who to call when problems arise. Your workplace emergency action plan should always be kept up to date and include communication with local, state, and federal law enforcement.

