

Security Spotlight

An Informational Guide for Securitas Clients

More resources

More information is available from the online resources below. However, you should also seek guidance from your local fire department, police department, and emergency management agency.

<https://www.ready.gov/business/implementation/emergency>

<https://www.fema.gov/emergency-managers/national-preparedness/plan>



Planning for an Emergency

The first few minutes of any emergency are critical and informed decisions can help save lives. Knowing what actions to take when there is a critical event at the workplace helps all employees to play a role in maintaining a safe environment and improving the safety of those around them.

Emergency Plan Review

In an emergency, life safety is the priority, followed by stabilizing the incident. Your emergency plan should have protective actions for life safety, including plans for evacuation, sheltering, shelter-in-place, and lockdown. Additional training in CPR,

first aid and fire and fire safety can help prepare you to manage certain types of emergencies. Remaining calm is important to safely manage a crisis. Maintain your composure and take immediate action as outlined in your site's emergency plan.

The first step when developing an emergency response plan is to identify risks and potential emergency scenarios. Coordinate planning with local law enforcement and other public emergency services such as the fire department which may also provide rescue, hazardous material, and emergency medical services. Work with a team of knowledgeable stakeholders to determine how to implement an emergency response



Plan for the Unexpected

Work sites should have an emergency response plan that accounts for the types of situations that might arise at the site, including fire, severe weather, “shelter-in-place” and lockdown. Understanding the plan will enable you to respond appropriately when needed. Become familiar with the evacuation alarm systems and emergency exit plans. Learn the response expected from you and other employees for each type of incident in the plan. Find out if there is a designated rally point outside the building for emergencies requiring evacuation. Frequent evacuation drills are recommended to make sure everyone knows what to do and where to go in the event leaving the building is required.

Knowledge is key to a swift and effective response. Learn what is expected of you and others in different circumstances before an emergency occurs. Ensuring that you are up-to-date with the systems, processes, and procedures at your site will help you perform under pressure and confidently manage situations that arise.

plan if the site does not have one in place.

Your workplace should have designated safety coordinators who can make decisions relating to the safety of employees, customers, and the business itself during a crisis. Be sure that these individuals are identified in your site’s plan. Periodically review your emergency plan and ensure that it’s communicated so everyone knows what is expected of them. Follow the instructions of any emergency personnel who respond to an incident.

10-Step Process

According to [Ready.gov](https://www.ready.gov), there are 10 steps for developing an Emergency Response Plan.

1. Review performance objectives for the program.
2. Review hazard or threat scenarios identified during the risk assessment.
3. Assess the availability and capabilities of resources for incident stabilization including people, systems and equipment available within your business and from external sources.
4. Talk with public emergency services (e.g., fire, police and emergency medical services) to determine their response time to your facility, knowledge of your facility and its hazards and their capabilities to stabilize an emergency at your facility.
5. Determine if there are any regulations pertaining to emergency planning at your facility and address them in the plan.
6. Develop protective actions for life safety (evacuation, shelter, shelter-in-place, lockdown).
7. Develop hazard and threat-specific emergency procedures.
8. Coordinate emergency planning with public emergency services to stabilize incidents involving the hazards at your facility.
9. Train personnel so they can fulfill their roles and responsibilities.
10. Facilitate exercises to practice your plan.

