

Security Spotlight

An Informational Guide for Securitas USA Clients and Employees



July 2013

Securitas Security Services, USA, Inc.

Number 112

Security Awareness



Whether it's a building fire, a break-in, a suspicious package, or a medical emergency what saves lives and property is pre-planning, teamwork, and actively promoting an attitude of security awareness.

Security awareness is a specific state of mind that affects everyday attitudes and behaviors. And that awareness can help reduce security risks.

You expect security professionals to be ever-vigilant — in fact, vigilance is one of Securitas' core values. But by also encouraging each employee to be vigilant, the overall effectiveness of security operations can be significantly enhanced.

The Costs of Unawareness

Companies are exposed to great risks all the time: faulty wiring can start fires, office

temperature changes can affect computer equipment, unsecured laptops can be stolen and the data stored on them used in identity theft, etc. Making security everyone's business helps the company, and it helps every employee.

If employees are not convinced they need to become security-aware, it may help to have them consider what security can do for them.

Take fire prevention for example: More than 70 percent of businesses that suffer a major fire go out of business within three years of that fire, resulting in job losses.

Watching out for suspicious people and caring for one's personal belongings can be of great benefit as well.

Thefts of car keys, house keys, purses, wallets, laptops and cell phones from workplaces lead thieves to valuable information about the owners' identities.

The Crime Triangle

Just like three factors are needed to produce a fire — oxygen, fuel and heat — certain conditions must be present before an individual can commit a crime and get away with it. These three factors are:

- Motive: the potential criminal's defined need or reason to commit the crime
- Opportunity: the ease and ability to quickly and safely complete the act
- Risk: low probability of getting caught and punished for the act

Removing one or more of these factors

generally produces the following results:

- The crime is not attempted
- The crime is not completed successfully

Survival Skills

As security professionals it is always our goal to help prevent emergency situations through focused observation and reporting, and ongoing security awareness training programs.

But not being able to be in all places at all times means that any security program needs the eyes and ears of all workplace employees, too.

Ten Tips for Improving Security Awareness

A company whose employees are security-aware and trained in advance to react as a team when emergencies arise is a company poised to endure. Below are some tips that can help:

- Appoint a safety committee including supervisors and security personnel and encourage participation.
- Establish clear lines of authority for both major and minor emergencies.
- Hold frequent practice drills and review the facility's emergency response plans.
- Send out periodic security and safety reminders, either through a periodic newsletter or email.
- If possible, empower employees to correct minor hazards themselves, and to report any major hazard immediately.
- If you spot a stranger in a secure area, look for a visitor's access badge. Don't assume he or she has permission to be there.
- Don't leave important paperwork, cell phones, or data storage media on your desk overnight — store these items away and out of sight.
- Make sure all company documents are shredded or otherwise disposed of in a secure manner as directed by the company.
- Discuss company business only with appropriate people and avoid such discussions in public places, such as restaurants, where you may be easily overheard. That includes cell phone conversations!
- Don't leave personal items — or company property — in a parked car whether in plain sight or not.



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For more information, contact your Securitas USA supervisor or account manager