



*The 2018 New Year is an opportunity to start with a clean slate. For many it is a time to make resolutions, and at Securitas USA we encourage you to make them with a security focus. It is important to reexamine our safety both in the digital and physical spheres. These resolutions should be applied at least once a year and be a reminder that this is an on-going process.*

### **Workplace Safety**

There are small steps one can take that improve our understanding of potential threats in the office setting. In examining our New Years' resolutions there are five steps one can take to increase physical safety while on duty.

Review the client's emergency exit plans and site evacuation alarm system. Understand the types of action plans and responses employees should follow. Also, be aware if varying incidents will require different responses, such as a reported fire versus a bomb threat. Make sure you know if there is a rally point outside of the building, in the event of an emergency that requires the evacuation of the entire site. If there is a rally point, it is recommended that an evacuation drill be practiced annually to make sure everyone knows what to do and where to go.

Reevaluate your arrival and departure routines at work. Use the main entrance and avoid rear or secluded exits. Always be cautious and aware of your surroundings when walking in a parking lot. Vary your routine, routes and times to minimize predictability. Always try to park in well-lit areas and not next to large vehicles that block your view. Do not unlock your vehicle remotely until you are next to the vehicle and immediately lock the doors and keep the windows closed until moving. Always look into the vehicle if left unlocked before entering it to make sure no one is hiding in the back seat. Criminals target parking lots and garages because

there are many places to hide, and escape is relatively easy after a crime.

Lock your office door or the desk drawers in your cubicle each and every time you leave your area. At a minimum, this should be done when you will be away for an extended period of time and at the end of the day. This simple action will act as a deterrent and help reduce the chance of theft.



### **Digital Safety**

We live in a digital world, using technology professionally and socially. It is important to safeguard our digital world from would-be thieves, hackers and others who operate in the online shadows. There are five important items to consider as part of a New Years' resolution in digital security.

Reset your passwords for all electronic logins. This may seem daunting and tedious, but it is a proactive step in staying ahead of would-be criminals. Remember to change passwords for devices and applications including email, website logins, screen locks on mobile devices and even home and office security codes.

Review your social media privacy settings. Social media applications are constantly evolving and companies make changes to their applications which can, in the course of an update, expose your "private" information to public view.

Ensure that software programs, anti-spyware and malware are up-to-date. Failure to do so can leave you vulnerable to an

# Spotlight on Security



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Secure hard copies of documents and other sensitive corporate materials. In the age of corporate espionage, protecting intellectual property is important to maintaining an edge in business. Also, stolen files can have an indirect negative effect that leads to the loss of business and subsequent employee layoffs.

Finally, familiarize yourself with your company's visitor policies. Being able to identify visitors and vendors and knowing where they are allowed to operate will protect everyone. Also, review your Post Orders so you know who should have access to sensitive sections of the building. Furthermore, never allow anyone to piggy back into the building. If you observe another person attempting to enter the facility in this manner, always ask them for their company identification, if it is not visible. By knowing what the policies and the type of identification badge system your client has established, it will enable you to be more aware and protect them from theft and potential threats.

## A New Year of Safety

Securitas USA wishes you a Happy New Year and reminds you that the value of Vigilance must constantly be rekindled. It is through this proactive approach and assessment of our electronic and workplace security that we can stay protected and secure throughout the coming year. Here's to a safe and happy 2018!



## Digital Safety (cont'd)

attack, hack, or virus. Do this for all computers, tablets, mobile phones, and GPS devices.

Create a backup of your data files. This is recommended by industry and federal agencies. Information can be backed up to the cloud or on some type of hard drive. Having a copy of the files can help protect you financially and professionally. Security experts recommend the 3-2-1 format. Keep *three* copies, in *two* different formats and store *one* off-site. This will provide you with multiple formats from which to access saved information, should the need arise (FBI 2015).

Finally, remember to turn off your computer when you are away from the office or leaving for the day. This stops anyone from accessing your computer remotely using the internet. It is also a good idea to have your computer set to lock the screen after being idle for more than two minutes. This prevents unauthorized access to your computer and any sensitive files on it when you leave your desk or work station.