

Security SpotLight

An Informational Guide for Security Clients

Keep Calm and Act Quickly
As in any emergency, one of the keys to your safety is to remain calm. There may be a lot of confusion, and news and social media may give inaccurate or contradictory information. Remain vigilant and adaptable to the developing situation.

For more information
FEMA provides online guides and information for preparing for an emergency at home and at work:

- [Federal Emergency Management Agency \(FEMA\) Preparedness Guide](#)
- [Federal Emergency Management Agency \(FEMA\) Emergency Plans in the workplace](#)
- [Emergency Response Plan](#)

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Preparing for Civil Unrest

The Federal Emergency Management Agency (FEMA) defines civil unrest as an activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety. During such events, employees and employers have a critical role and shared responsibility to take appropriate actions to protect themselves, their coworkers and organizations, and their properties.

Plan for Emergencies

As with any potential emergency, it is best to have a plan that outlines actions you will take if something happens. Anticipating possible scenarios can save valuable time in a crisis. All organizations should

develop a workplace safety strategy, and conduct practice drills. Make sure your workplace has a plan in place so that every employee knows what to do. A civil unrest preparedness plan can be part of your organization's larger security plan which may already include plans for fire evacuation, severe weather, bomb threats, and other emergency events.

Depending on the situation, your workplace may need to be secured in case of civil unrest. Ensure your personal safety before securing workplace. Understand your role in your workplace safety plan for civil unrest. Always listen to the instructions of emergency personnel—whether your workplace

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Anticipate the Unexpected

Ensure that your workplace safety strategy and emergency plans are updated on a regular basis. They should include plans for communication with local, state and federal law enforcement. In addition to regular safety drills, you should also conduct threat assessments and security audits regularly. Ensure everyone is familiar with your workplace emergency plan and knows what to do if confronted with a situation that involves civil unrest.

- **Develop a notification system.**
- **Identify the two nearest exits anywhere you go. Have an escape path in mind and make note of potential hiding places.**
- **Formulate plans for individuals with disabilities or other access and functional needs.**
- **Design a process to account for personnel and guests.**
- **Coordinate preparations with existing plans.**
- **Train employees to recognize and report concerns.**

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is in "lockdown," if you should move to shelter or shelter-in-place, or if you should evacuate the premises. Know the emergency exit routes out of the building and out of the area ahead of time.

Know the locations of safe havens such as hospitals, public buildings, etc. Set up predetermined meeting points for yourself and your coworkers and have a plan for accounting for all personnel and guests. Include a transportation plan for yourself in case you are separated from your car. If possible, always carry a small amount of cash on you. Employees should also develop their family's emergency plan in tandem with their workplace security plan to incorporate family communication in their overall planning.

Knowledge is Power

- If you see something, say something to a supervisor or the authorities right away.
- Register your work and personal contact information with any work-sponsored alert system.
- Opt-in to receive local emergency alerts.
- Be aware of your environment and any possible dangers.
- Learn and practice first aid skills, including the use of tourniquets.

Property Recovery

- Prepare before there's an emergency.
- Outline how you will assess damage; salvage undamaged goods; and cleanup the building following an incident.
- Identify the contractors, equipment, and materials essential to your recovery efforts.
- Coordinate preparation with existing plans.
- Train employees to recognize and report concerns.

Action Amid Civil Unrest

Emergency personnel, such as local, state and federal law enforcement, may not be available in the event of civil unrest. Refer to your company's security plan for guidance. Alert other employees and your supervisor. If you are responsible for securing an area, do so; then follow your company's plan of action, which may include emergency evacuation.

Your safety is a priority so be sure to take all precautions necessary to keep yourself safe. Navigate to your predetermined meeting point. If necessary, try to blend in while working your way towards a safe location. Do not draw attention to yourself as you work your way out of the area.

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>