

Security SpotLight

**An Informational
Guide for
Security Clients**

Stay Vigilant, Stay Safe

Awareness is a choice. A person chooses to pay attention. It is tempting to lose focus when performing routine tasks. Maintaining operative situational awareness requires real effort.

Take time to focus on even the most mundane responsibilities and surroundings. Try to avoid things that lock your focus and prevent you from maintaining active awareness.

By being vigilant throughout your workday, you can reduce risks and help improve the safety of your work environment.

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Workplace Vigilance

Situational awareness is an important component of individual safety. It requires a person to know and understand the current state of their environment and anticipating how it might change over time. Some situational awareness is instinctive—such as when crossing the street, driving a car, or preparing a meal. Situational awareness requires a person to be vigilant and know what is going on around them while watching for changes or threats. By being attentive and alert in the workplace, all employees can help maintain a safe environment and help improve the safety of those around them.

Notice Typical Site Activity

Routine monitoring of daily activities can help establish what is “normal” for your workplace or site. Make

a habit of actively assessing your surroundings. Observe what is typical for the workplace. Who do you usually see? What do they look like? What are they doing? What kinds of background noises are there? Make note of anything that is not typical and consider what action is needed. Identifying your situational baseline requires ongoing maintenance and consideration. This is something all employees should practice every day. Remember, baselines not only change when the environment changes, they can also change with time of day or even the weather.

Understand Who Belongs

Become familiar with the people at your work site. If you see someone out of place or acting questionably, notify your manager, assess the

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Use the SLAM technique

- **Stop: Observe your surroundings and become aware of what is going on around you.**
- **Look: Pay attention to what you see, and notice whether anything looks unusual or out of place. Take note and report anything that looks unsafe or unusual to your supervisors.**
- **Assess: If you think you have identified a potential threat, decide what action to take. Report anything that looks unsafe or unusual to your supervisors.**
- **Manage: If you feel unsafe at any time, stop. Tell your coworkers and immediately report to your supervisor. If you have solutions that would help improve the safety of yourself and others in your workplace, alert your supervisor.**

situation and determine if additional action is required. Certain kinds of activities on site can indicate suspicious activity, especially when they occur at or near high-profile sites or places where large numbers of people gather. Watch for behavior that doesn't fit. Suspicious conduct can include:

- unauthorized monitoring or surveillance of the workplace or site,
- unusual items on site or improper acquisition of supplies (like access or ID cards),
- persons who do not appear to belong in or near the workplace or site,
- unnecessary probing about the site or its personnel,
- behavior that indicates a dry run or suspicious activity, and
- unauthorized attempts to test security procedures.

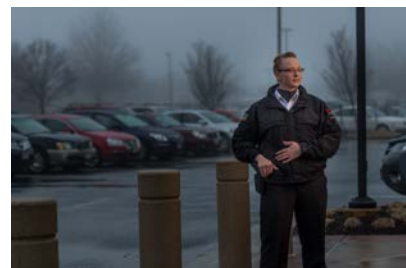
Intuition Counts

If something seems wrong, or out of place, don't dismiss the feeling. Intuition can help alert you to a threat. Part of situational awareness is being mindful of your subconscious and conscious environments. Your heightened state of awareness might be a warning. Evaluate the situation and respond. If you are unsure of what to do, contact your supervisor or other personnel to help you.

Training Improves Response

Learn how to manage various types of emergencies before one occurs. Maintaining situational awareness can improve your decision-making under pressure and enable a more confident and practiced response. Make sure you understand the plans of action for different circumstances at your work site for yourself and others. Lack of knowledge is not an excuse for poor job performance. Employees should request training about potential hazards or unfamiliar duties. Ensure that you are knowledgeable about the systems, processes, and procedures in your work environment, and that you feel confident about what to do in each situation.

All employees should be encouraged to practice situational awareness by being vigilant and use their experience, training, and skills to assess their environment. Situational awareness adds value to the workplace by cultivating enhanced preparedness, essential new knowledge, and enhanced safety response.



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For more information on this and other security related topics, visit the SCIS Safety Awareness Knowledge Center at <http://www.scisusa.com/knowledge-center/>