

# Security SpotLight

## An Informational Guide for Security Clients

### Tips for Keeping Calm in an Emergency

**Keeping calm in an emergency is essential. Under stress, your body can go into fight-or-flight mode, and start to panic. Learn to focus on your breathing; it will help clear your mind and allow your body to relax, and allow you to make better choices and be more effective in dealing with any situation. Practice taking deep breaths: when under stress in an emergency, people often take shallow breaths. It is important to take deep breaths so you can think clearly. Focusing on the facts will also help you stay calm. Follow the emergency plan in your workplace and practice often to help minimize stress during emergencies.**

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## Stress Management in an Emergency

Medical or fire emergencies are stressful environments, and stress is a natural human reaction in an emergency. However, panic and anxiety from stressors can lead to inaction and cause unnecessary distress. Knowing what to do in a stressful situation can prepare you with the information needed to stay calm and act effectively to keep yourself and your co-workers safe, and can help you make better and safer decisions about what to do. Preparation and training can help you to feel more confident, and be more effective in an emergency.

### Have a Plan

Knowing what to do in an emergency is key. It is important for

all employees to be prepared for emergency situations, and to have a plan of what to do if something happens. By thinking and planning ahead, you can save yourself valuable time in an emergency. All organizations should develop an Emergency action plan and conduct regular practice drills.

Make sure your workplace has a plan in place so that every employee knows what to do. Your organization's security plan should include plans for fire evacuation, severe weather, bomb threats, and other emergency events. Ensure you are ready for future events by restocking your disaster supplies kits and updating your workplace disaster plan.

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Knowing what to do in an emergency could lead to a quicker response:

- **Identify preparations before an emergency situation occurs.**
- **Sign up to receive local emergency alerts and register your work and personal contact information with any work sponsored alert system.**
- **Be aware of your environment and any possible dangers.**
- **Learn and practice first aid skills, CPR, and AED.**
- **If you see something, say something to a supervisor or the authorities right away.**

The Federal Emergency Management Agency (FEMA) provides online guides and information:

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

## Emergency Drills

Ensure that your place of work conducts regular fire and safety drills. While these sorts of drills can interrupt your daily routine, it is important to take part and pay attention to the details such as emergency exits and action plans. Much of the stress in an emergency situation comes from not knowing what to do. Prepare yourself with this knowledge so you can act calmly and assist client employees throughout the drill as well as in an actual emergency. Be sure to understand the plans for individuals with disabilities or other access and functional needs.

Make sure your workplace has an Emergency Plan and ensure everyone knows what to do in an emergency. Know who to call when problems arise. Your workplace emergency action plan should always be kept up to date and

include communication with local, state and federal law enforcement.

## Get Training

All employees can address their training and skills through multiple avenues. Every employee must take it upon themselves to understand the site plan, goals, and mission of the client organization. If they are not sure of something, then they must speak up and ask. Know where first aid kits and other emergency supplies and devices are located in your place of work. The [American Heart Association](#) wants everyone to have the knowledge and skills to feel comfortable in the event of an emergency and can provide you with the training and skills you need to prevent, prepare for and respond to emergencies. This training can give you confidence to provide care when it's needed most.



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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/>