

# Security SpotLight

**An Informational  
Guide for  
Security Clients**

## **Taking Action**

**In an emergency, life safety is always the first priority. Your emergency plan should have protective actions for life safety, such as the following:**

- **Evacuation**
- **Sheltering**
- **Shelter-In-Place**
- **Lockdown**

**The second priority is the stabilization of the incident. CPR, first aid and fire safety training can be useful here. As in any emergency, one of the keys to your safety is to remain calm. Try to keep calm and act quickly.**



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## **When Disaster Strikes: Your Emergency Response Plan**

The first few minutes of an emergency are critical and smart decisions can help save lives. Taking specific actions in the case of an emergency in the workplace allows all employees to help maintain a safe environment and improve the safety of everyone around them.

### **Be Prepared**

Your workplace should have an emergency response plan in place that addresses various topics deemed pertinent to the site. This should include fire drills, severe weather drills, "shelter-in-place" and lockdown drills. Familiarize yourself with the site evacuation plan. Learn the types of action plans and the

response expected from employees for different types of incidents. For example, the actions required for a reported fire may be different from those for a bomb threat. Confirm the location of the designated rally point outside the building in case of an emergency requiring evacuation. If there is a rally point, it is recommended that an evacuation drill be practiced frequently to make sure everyone knows what to do and where to go if confronted with an emergency.

Education is key. Learn what to do in the event of an emergency before there is one. Make sure you understand the plans of action for different circumstances at your

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## Resources

**More information is available from the online resources below. However, you should also seek guidance from your local fire department, police department, and emergency management agency.**

### Ready.gov

<https://www.ready.gov/business/implementation/emergency>

### FEMA

<https://www.fema.gov/media-library/assets/documents/89518>



workplace for yourself and others. Lack of knowledge is not an excuse for poor job performance. Ensure that you are up-to-date with the systems, processes, and procedures of your work environment, and that you feel confident about what to do in any situation.

## Developing an Emergency Response Plan

The first step when developing an emergency response plan is to conduct a risk assessment to identify potential emergency scenarios. Public emergency services include fire departments that may also provide rescue, hazardous materials and emergency medical services. Reach out to local law enforcement to coordinate planning for security related threats.

Work with a team of knowledgeable experts to determine the best approach for implementing an Emergency Response Plan if the site does not have one in place. When developing your plan, remember to take into consideration accommodations for individuals with disabilities or other access and functional needs.

## 10 Steps for Developing the Emergency Response Plan

According to [Ready.gov](https://www.ready.gov), there are 10 steps for developing an Emergency Response Plan.

1. Review performance objectives for the program.
2. Review hazard or threat scenarios identified during the risk assessment.
3. Assess the availability and capabilities of resources for incident stabilization including people, systems and equipment available within your business and from external sources.
4. Talk with public emergency services (e.g., fire, police and emergency medical services) to determine their response time to your facility, knowledge of your facility and its hazards and their capabilities to stabilize an emergency at your facility.
5. Determine if there are any regulations pertaining to emergency planning at your facility and address them in the plan.
6. Develop protective actions for life safety (evacuation, shelter, shelter-in-place, lockdown).
7. Develop hazard and threat-specific emergency procedures.
8. Coordinate emergency planning with public emergency services to stabilize incidents involving the hazards at your facility.
9. Train personnel so they can fulfill their roles and responsibilities.
10. Facilitate exercises to practice your plan.

Integrity / Vigilance  
Helpfulness

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