

BEST PRACTICES FOR ENHANCING SECURITY MEASURES



In public gathering places and the workplace we are seeing increases in violent acts, as well as thefts, vandalism, fires and medical emergencies. As well, we see and hear reports of these violent acts on a daily basis in the media. What can employers and organizations do to mitigate this behavior? Read the following for some best practice guidelines for evaluating and mitigating risks.

Determine Types of Threats to Your Organization or Workplace

- Threats associated with an organization's work patterns such as:
 - working alone,
 - working late at night or in the early morning,
 - exchange of money,
 - working in high crime areas,
 - guarding valuable property,
 - delivery of passengers or goods, or
 - having a mobile workplace such as a taxicab or police cruiser.
- Political agendas:
 - Is your organization a target for those with a political agenda?
 - Could your operation be a secondary target because of proximity to a primary target?



Image courtesy of Stuart Miles at FreeDigitalPhotos.net

Security Personnel

- Hiring: Make certain background checks are conducted and appropriate certification is in place for new hires and that on-going training programs are in place.
- Communications systems: Ensure security personnel are properly equipped with adequate communications equipment.



- Personal characteristics: Look for honesty and maturity when hiring security personnel. Also look for:
 - a good level of physical fitness,
 - ability to deal with employers and the public in a professional manner,
 - confidence to challenge unusual behavior,
 - ability to interact with the public,
 - attentiveness to detect and respond to suspicious behavior,
 - ability to communicate details of an incident (incident reporting).



Ensure Your Physical Environment is Enhanced for Safety

Physical Security Measures

- Parking: Ensure regular monitoring is in place.
 - Ensure the parking lot is well-lit.
 - Consider separating employee parking from public and customer parking.
 - If warranted, provide escorts to parking areas for employees that are working after hours.
- Loading Docks: Secure and close loading docks when not in use.
- Patrols: Ensure regular perimeter patrol – taking special care along fence lines and less-used areas.
- Alarm system: Use an alarm system and be sure to prominently display signage indicating that the system is in use.
- Building grounds: Keep outside shrubbery well-trimmed so visibility is ensured.
- Lobby: Your interior lobby space should ideally have furniture without skirting and trash/recycling receptacles should include screens.
- Protect vulnerable interior areas: Lock restrooms, closets, storage and equipment rooms as well as medicine cabinets.
- Lock-down procedures. Have a lock-down procedure in place for emergencies.

Employee Protection

- Employee identification: Organizations should consider photo ID badges for employees and ensure there is a process in place to control the distribution of keys.
- Access control: Make sure employees have log-in procedures if appropriate. Also consider:
 - options for keyless entry,
 - video cameras and digital imaging for security, and
 - remote access control.
- Visitors
 - Screen and greet visitors.
 - Ensure visitors sign-in and are escorted through the workplace.
 - Consider metal detectors.

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