

WORKPLACE SECURITY GUIDE: TIPS FOR A SAFE & SECURE WORKPLACE



As a fundamental rule, it's better to be safe than sorry.

According to the U.S. Department of Justice, property crime accounts for more than three-quarters of all crime in the United States. Commonly a target for theft, burglary and vandalism, business facilities and other office buildings are made easy targets. In about 84% of all burglaries, the targeted victim's residence or other building on the victim's property had been breached. This clearly calls attention to the uncontrolled or improperly secured points of entrance that might have allowed for the offender to gain access.

Taking effective, preventative measures can significantly reduce the likelihood of the threat of crime to your workplace, office building or property. There are a number of basic security measures that you can put into planning for safety and prevention upgrades, depending on your specific situation, as well as some measures that can immediately be put into action.

The United States Department of Agriculture (USDA), the organization that works to improve the Nation's economy and quality of life, has provided the following guidelines to help government building managers, business owners and facility managers analyze and improve their workplace security measures.

This document is intended to serve as a guideline for all workplaces, including government buildings, to provide helpful tips and information on building security and safety, best practices and courses of action for improving the safety of your working environment. While not a definitive guide to specific practices or procedures, this Workplace Security Guide will serve as a cooperative resource for identifying and protecting your premises, products and people.

Conduct a Crime Prevention Assessment

The first step toward building an effective security program is to conduct a professional assessment of your security needs. This can be done in any number of ways, but if you maintain a government-owned or leased facility, then the Federal Protective Service (FPS) can be of service in conducting a Crime Prevention Assessment. The FPS is a federal law enforcement agency that provides integrated security and law enforcement services to federally-owned and leased buildings, facilities, properties and other assets. Your nearest FPS office can arrange for a risk assessment to be performed on your government office or building.

Because most crimes to property are directed at individuals or offices that have little or no security planning in place, it's wise to start with a check of your current security measures and policies and an overview of any possible weak points or obvious gaps in your property's security.

A comprehensive Crime Prevention Assessment should begin with an honest evaluation that identifies your potential for being targeted. Consider the level of security in place and assess the general attitude towards your property's security. Review the security policies you have, their enforcement and the department that is ultimately responsible for the overall security program. Keep track of the emergency preparedness plan, when it was developed and if it will require updates to include new or additional plans for fire hazards, power failure and other disasters. Assess the local resources and reaction times for fire, police and ambulance response. Be sure to take inventory of the physical security systems and controls that are currently in use on your premises. Lastly, assess whether the available security resources, policies and procedures meet the potential threats that you have identified.

Take Reasonable Precautions

After the Crime Prevention Assessment has been completed, you will need to follow up with the FPS, your local law enforcement group, or with your security planning staff to act on your findings. Exercising due diligence in correcting issues and working to overcome any security shortcomings will assure that your assessment adequately covered a range of potential risks and identified the weak links. Taking reasonable precautions, like publicizing and posting phone numbers, will ensure that your workforce, employees and building visitors will know whom to contact in cases of emergency.

5) Keep an Executive Information File.

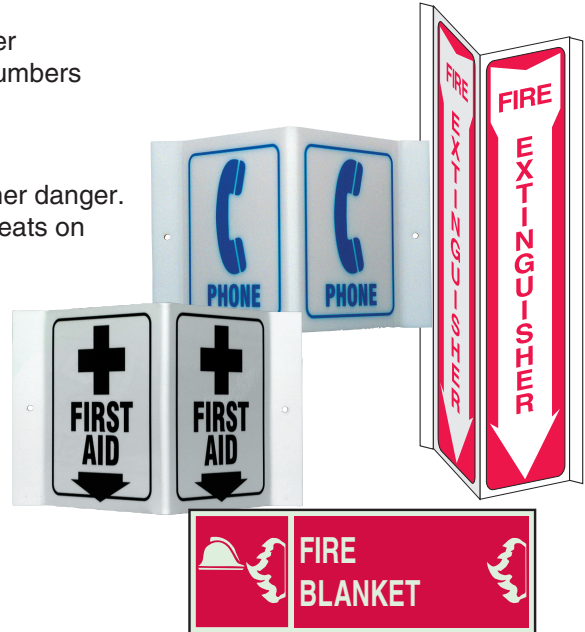
A security office should be responsible for the continuous maintenance of an emergency contact file. For employees and key personnel, the file will contain personal information to be used in cases of emergency. This confidential file will contain:

- Home address and telephone numbers (home, mobile)
- Family members; names, ages, descriptions
- School schedules, addresses, phone numbers
- Close relatives in the area; names, address, phone numbers
- Medical history and physicians name, address, phone number
- Local emergency services; ambulance and hospital phone numbers
- Any code words or passwords

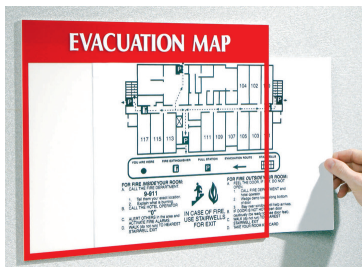
6) Set Up Secure Areas.

A “secure room” is one that offers protection from intrusion or other danger. This “secure room” should be used as an area of retreat from threats on safety and should be maintained to provide other safety tools and fire suppression materials. The room can be equipped to include:

- Steel doors and a dedicated, protected ventilation system
- First aid equipment and signs that identify your safety and first aid stations
- Phone and backup communication equipment
- Fire extinguishers
- Bomb and fire blankets
- Sand bags
- Emergency tool kit
- Extra food and clothing
- Large flashlight and batteries



Similarly, identifying emergency shelter locations, evacuation maps and emergency procedure information centers will help ensure safe courses of action for workplace personnel.



For Federal Offices: Physical Security Factors in a Front-Line Office

Keep in mind that if your office is a Federal “front-line” office with direct “employee-to-customer” service, then your office and building should be designed according to FPS security guidelines. If your agency does not have security procedures in place, the head of your agency should request that a regional GSA FPS office conduct a physical security survey to ensure that employees are working in a safe and secure environment.

Before requesting a security survey, conduct a “crime assessment” of the risks that employees may face in their specific workplace:

- Are customers likely to experience high levels of stress or tension?
- Do members of the general public who come into the office tend to be argumentative?
- Have there been threats or incidents of violence involving the public in the past?
- Have employees themselves become violent or threatening?

If your agency’s front-line office fits the profile of reasonable risk, then you will need to take immediate steps to assure your workplace fully secure.

Suggestions for Improvements in Crime and Loss Prevention in Your Office.

A strong prevention program is the cornerstone of safe work place. There are a variety of factors that can go into maintaining a safe working environment, with a number of precautions and preventative measures that can be put in place. In your office building, you can enhance security with employee photo identification badges, guard services and employee key cards for access to restricted areas of the building and property. You can expect to take different measures for different locations and work settings depending on how you’ve assessed any security gaps.

- Post a security guard at the main building entrance or at entrances to specific offices. Officers (or guards) should have a clear view of the controlled area at all times.
- Install a metal detector or CCTV (closed-circuit television) camera or other device to monitor people at all building entrances.
- Issue all employees photo identification cards and assign temporary passes to visitors. Building visitors who should be required to sign in and out of the building. Under certain conditions, FPS officers (or contract guards) should be required to call Federal offices to confirm an appointment and/or to request an escort for all visitors.
- Arrange office furniture and partitions so that the front-line employees who are in daily contact with the public are separated by “natural” barriers such as desks, countertops and/or partitions while still being able to maintain reasonable contact with building visitors or guests.
- Establish a session, or periodic sessions, to brief employees on the proper steps to take if a threatening or violent incident occurs.
- Create code words that can be used to alert coworkers that immediate help is needed.
- Install an under-the-counter duress alarm system that signals a supervisor or security officer if a customer becomes threatening or violent.
- Establish a secure area in the office for employees and/or customers to escape to if they are confronted with violence or dangerous threats.



Physical Security Features in a Customer Service Federal Office

The building setup for a Federal office should utilize a single public entrance to the customer service area. This will allow for a more controlled flow of customer traffic that can be appropriately monitored. You may also consider a setup that makes use of the following security features:

- Reception desk located immediately inside public entrance.
- Silent, concealed alarms at the reception desk.
- Barrier between customer waiting and Federal work areas.
- Service counter with windows between Federal employees and customers.
- Window in supervisor’s office from which supervisor can view customer service.
- Access-control combination locks on access doors.
- Closed circuit television camera mounted for monitoring customer service activity from a central security office for the building.
- Simulated Surveillance Cameras, offering an economical source of protection that helps deter property crime.

Indoor Dome Camera	Indoor Camera	Outdoor Camera
		
Part Number: 115818	Part Number: 115819	Part Number: 115820
Housing: Styrene (ABS) Dome: Transparent Polysterene Plastic	Housing: Styrene (ABS)	Housing: Styrene (ABS) Aluminum
Color: Black	Color: Silver	Color: Finish
360° L/R Dome Rotation Fixed 45° Angle	0°–90° Downward Arm Tilt 0°–360° L/R Arm Rotation	0°–90° Downward Arm Tilt 0°–360° L/R Arm Rotation Adjustable Sun Shade
Mounting Hardware Pack & Screws Included	Continuous LED Light Activation	Continuous LED Light Activation
	Power Source: (2) AA Batteries (not included)	Power Source: (2) AA Batteries (not included)
	Mounting Hardware Pack, Screws & Mock Cable Wires Included	Mounting Hardware Pack, Drywall Anchors, Screws & Mock Cable Wires Included