

EXAMPLE INTRANET ARTICLE

The importance of good security behaviour: your role in helping keep you and your colleagues safe

Today's date

Our security officers help protect our buildings and our personnel from those that wish us harm. But they can only do so if they are helped by the rest of us. While there have been a number of staff briefings on the threat we face, the security department routinely witnesses poor security behaviours around our sites.

The security department described to us what poor behaviours they have seen and what simple measures staff can take to increase not only their own security, but that of their colleagues and our sites. While there is currently no specific threat to our employees, we should not be complacent. You have a vital role to play.

We all have regular routes to and from work. Whether we take public transport, walk or cycle, we tend to have a journey that is the most convenient and quickest for us. And while that is completely understandable, how many of us are aware of what's going on around us during those journeys? Do you have your music playing, are you engrossed in your book or are you chatting on your phone all the way until you reach our buildings.

But would you notice if someone was watching you on your way to work?

The answer is probably a no, especially if that person was covert in their actions. Once somebody knows where you work, it doesn't take long to start building up a pattern of your life. From the smallest crumbs, you can build up a picture of someone's personal details, including where you live and what your family do.

That does sound dramatic, and most of us, despite what we do, don't consider ourselves targets. But evidence shows that terrorists and other criminals have shown an interest in individuals in certain, key jobs.

Bad behaviours

What do we mean by poor security behaviour? It's about our employees demonstrating a lack of awareness of what's going on around them.

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Some of the commonly observed poor staff behaviours seen by security include:

- Concentrating intently on mobile phones or other electronic devices as people enter or exit a building.
- Wearing headphones as they enter or exit a building.
- Stepping immediately out of the building and then stopping to make a phone call.
- Exiting the building and stopping immediately to smoke a cigarette.
- Setting up a pattern of repeatedly smoking in the same place within the immediate footprint of the building.
- Stepping immediately out of a building and hailing a taxi.
- Walking into the building when the advice is to move away or try another entrance.
- Ignoring the instructions of security officers.
- Reporting incident information one or two days after an event.
- Staff wearing their building passes on display when they leave the building.
- Groups of staff leaving the building en masse (for example off to play football or heading to the pub) and not being aware of their surroundings as they chat to one another.

The common thread running throughout all of these examples observed by security is employees showing a lack of awareness of what is around them. Whether this is down to complacency or other factors will vary from individual to individual, but the effect can be the same.

Your response

It doesn't take a lot to put off those who may wish us harm. Simply by being seen to be aware of what is going on around us can demonstrate an alertness that can dissuade a criminal who would rather choose an easier target.

No one is suggesting that we all spend our time looking over our shoulders. But how many of us are really aware of what's going on around us as we enter and the leave our building?

If you saw someone staring at you on the bus or lurking outside our buildings, what would you do? Brush it off and walk on by; make a conscious decision to not enter the building; let security know?

The security department always want to hear about unusual behaviours and you shouldn't feel nervous or embarrassed for reporting it.

A series of fragmentary reports could potentially lead to something bigger and your actions may be the tipping point that results in a criminal being identified and action being taken. Indeed, recent reports into security by staff have led to the identification of pick pockets and bag thieves in the vicinity of one of our buildings - so it does work!

We all have routines and life dictates that we follow them, but just a simple bit of situational awareness and having an idea of what you might do when you see something out of the norm can really make a difference.

To help you further, take the time to read our vigilance guidance which further explains why your behaviour is so important to consider and what to address.

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It also provides some very useful support on how to develop your own Personal Security Plan (P.I.P.P.A) which covers not only your daily activities but also your online presence.

We are also providing some useful wallet fold-outs as portable aide memoires. If you do not receive one at your desk, please pop into the security control room or speak to a security officer. Also have a read of *[insert link to article]* which show why and how your actions, in being vigilant and reporting in can be so effective.



Your 5-point personal security plan

Introducing P.I.P.P.A.

The best way to implement your P.I.P.P.A. personal security plan is with 'joined-up thinking.' Your home, work and online lives overlap. So you should not prioritise securing one area over and above the others.

And remember to report anything you think is suspicious. In doing so, you are helping to ensure your safety and the safety of those around you.

If in doubt, call * *******

Together, we've got it covered

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