



U.S Department of Commerce GENERAL SECURITY AWARENESS AND PERSONAL SAFETY

The **Office of Security (OSY)** provides tips and resources to educate personnel in general security awareness and personal safety practices.

General Security Awareness and Personal Safety Tips and Resources

The safety and security of the Department of Commerce workforce is of paramount concern to the OSY. It is important for personnel to remain vigilant and to increase awareness of suspicious activity identifiers, reporting procedures, and personal security and safety considerations. Empowerment of the workforce to observe and evaluate suspicious behavior in and outside the office increases personal safety while enhancing the security posture of the department. Please utilize the best practices and resources below to stay informed and prepared, and most importantly, safe.

Behavioral Indicators

Personnel can reduce the probability of becoming a victim by remaining vigilant and reporting suspicious behavior that individuals may exhibit. These include:



Loitering at a location without a reasonable explanation



Expressing or implying threats of violence



Prolonging interest in or taking pictures of people or infrastructure in an unusual or covert manner



Unauthorized people trying to enter a restricted area or impersonating authorized personnel



Avoiding security personnel or systems



Placing an object or package, either in a concealed or blatant manner, that has unexplainable wires or other bomb-like components, and abandoning it or leaving the area

Personal Security Measures

Applying basic security measures can enhance the protection of the department and mitigate risks to your personal safety and security. These measures include:

✓ Creating a personal or family emergency action plan

✓ Heading to nearest police station if being followed

✓ Changing daily routine, particularly routes to and from work

✓ Avoiding suspicious packages, and recognizing potential indicators of a suspected explosive device to notify law enforcement

✓ Letting a trusted person know where you are going, particularly if outside of daily functions

✓ Keeping hands free as carrying items may result in further vulnerabilities

✓ Exercising caution when using underground and enclosed parking

✓ Avoiding text messaging or lengthy cell phone use while walking alone

✓ Staying in well-lit public areas and avoiding isolated streets

✓ Being extra alert and knowing who and what are in the vicinity

✓ Identifying scheduled local demonstrations to avoid large crowds

✓ Asking for help – contact security for escort to vehicle

✓ Hiding personally identifiable information while in public areas

✓ Trusting instincts and being assertive in decision-making; calling police, if necessary

✓ Carrying simple to use protective tools such as pepper spray



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Security Measures in the Office

- Wear your issued Government Identification (ID) within DOC facilities.
- Report those not wearing an ID inside the facility or campus to Security.
- Use authorized doors for facility ingress and egress; only use Emergency Exit Doors during emergencies.
- Ensure visitors are escorted.
- Be aware of your surroundings and don't allow individuals to "tailgate" or "piggyback" in card reader-controlled doors without badging in.

Stay Informed and Prepared

- [Be prepared](#) for emergency situations and remain aware of circumstances that may place you at risk. Make note of your surroundings and the nearest security or law enforcement personnel.
- Review your facility Occupant Emergency Plan (OEP) to prepare for building evacuations, shelter in place, [active shooter/threat](#), and other building related emergencies. To obtain a copy of the facility OEP, contact your local Facility Manager or [Department Security Organization](#).
- Review DHS [resources](#) for how to better protect [businesses](#), [houses of worship](#), and [schools](#), and ensure the safety of public gatherings.
- The [Power of Hello Campaign](#) helps you observe and evaluate suspicious behaviors, includes information to mitigate potential risks, and obtain help when necessary.
- Listen to local authorities, public safety officials and your [Department Security Organization](#).

Report Potential Threats

- [If You See Something, Say Something® Report suspicious activity](#) and threats of violence, including online threats, to your local security office or local law enforcement.
- Contact your designated [Department Security Organization](#) and/or 911 in case of emergency.

Other Resources

- The [National Terrorism Advisory System](#) (NTAS) provides Americans with alert information on homeland security threats. It is distributed by the Department of Homeland Security.
- The [Emergency Operations Center](#) provides situational awareness and indications and warning on issues impacting the Department of Commerce's facilities, personnel, and mission essential functions.

Questions? Contact the OSY Plans, Programs and Compliance Division at
OSY-PPCD@doc.gov.