



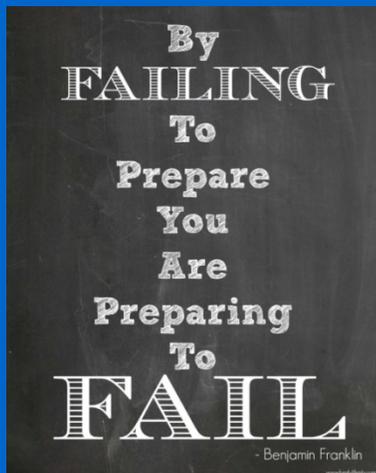
Business eWatch

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**Before anything else,
PREPARATION is the key to success.**

Alexander Graham Bell

For this quarter I would like to focus on an important topic that has been a concern for many as of late.

Workplace Safety

Safety doesn't start with surveillance cameras or alarm systems; it starts with each individual employee actively making an effort to prevent crime, live safely, and report suspicious activity.

Business owners generally provide safe guards to protect their employees and their assets. However, sometimes forgotten are the more individual aspects of crime prevention: training employees to recognize criminal activity and teaching them to take preventative actions to keep themselves safe at work.

Preparation is defined as the action or process of making ready or being made ready for use or consideration.

If we do not prepare for a critical incident our likelihood of an appropriate response is diminished. Whatever that incident may be; natural disaster, gas leak, or an armed violent intruder.

If a critical incident occurs at your place of business the employee response to such an incident will depend greatly upon how much that employee has prepared.

Working through these problem solving decisions can be a slow process but an extremely important one, especially when time is critical. An individual's fight or flight process is controlled by their subconscious

mind. The subconscious mind also stores learned behaviors.

During a critical incident, time is very important. The quicker we respond to a critical incident or even identify a potential dangerous situation the likelihood we will prevail in that environment is increased.

How do we increase our reaction time? The more prepared we are, the more effective and efficient our response will be. Preparation can be conducted through training, knowledge of policies/procedures, and working through "what if" scenarios. This preparation will allow us to react quickly and appropriately in a high stress situation.

Upon hire, employees should be provided with general safety information and any policies or procedures regarding workplace safety. Employers should provide a yearly review of these policies, including annual safety training. This will ensure all employees know and understand the policies. Furthermore, these yearly reviews could also lead to open discussion and hopefully "what if" questions. This is just another avenue to develop and enhance our responses to critical incidents.

LSPD offers free workplace safety training to all Lee's Summit businesses. During the training, employees learn safety tips and safe habits, how to recognize suspicious activity, and what to do in case of an emergency.

Following are some prevention tips mentioned in the LSPD training course:

- Know your company's emergency plan and keep an emergency kit at your desk containing emergency aid supplies.
- Use the age-old "buddy system" if working late or making a bank drop.
- Check the identity of any strangers in your office. Ask their name and their business. If you feel uncomfortable, notify management or the Police Department.

Lee's Summit Police Department offers FREE home and business security surveys. To schedule a survey, or for more in-depth information about business safety, contact Community Interaction Officer at (816) 969-1708 or at LSPDCIO@CITYOFLS.NET.

Contact Us:

[City of Lee's Summit](http://www.CityofLS.net)

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