

## **Best Practice: Security Level Instruction Cards**



<b>Category:</b>	Training and Procedures
<b>Location:</b>	Port Terminal of Paita, Peru
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**Description:** Each facility security guard is issued a laminated card, worn around the neck, explaining the security duties that must be carried out during each of the three different security levels.

**Discussion:** This system ensures that all security guards have clear instructions on hand which describe their varying procedures at each security level. It allows for rapid response and ensures that each security guard is aware of his or her part in securing the facility at any given time.

The cards may be tucked into the officer's vest where they will remain discreet until needed for reference during training or during an actual security incident that may call for a change in security level. The cards are printed, laminated, and lanyard-attached in a way that makes them durable and easy to read while worn around the neck.

**Potential Down-side:** The cards, if made too large, may be cumbersome. Caution should be used to round all corners to eliminate the possibility of scratching the officer's skin.

**Conclusion:** This system provides both a cheap and easily implemented way of ensuring that each guard is aware of his or her responsibilities at all times. It provides a continual reminder and can be used as a training/testing tool.

**Cost:** Initial cost include a laminating machine, paper and ink and then ongoing costs of issuing cards to new employees, replacing old or lost cards and issuing cards with updated information.