## Example

Example Intranet FAQs

**Today’s date**

**Is there a threat to me?**

While there is no specific threat to our staff, we should be vigilant for signs of unusual behaviour in and around our sites. An individual acting suspiciously may be involved in hostile reconnaissance.

By acting confidently and in a security-conscious manner, you may either identify someone acting suspiciously or dissuade them from choosing you as a target.

**What kind of behaviour should I report?**

Please report any suspicious or furtive behaviour that you see around any of our buildings. Examples include:

* People taking photographs of staff or security features of the building
* Someone taking an interest in staff/vehicle movements
* Inappropriate approaches to any sort of staff
* Someone being followed
* Packages/bags being left unattended
* Suspicious vehicle activity in close proximity to our estate

**What will be done with the information I report?**

The information you report will be passed to the security control room and if necessary, they can immediately summon police support.

**Why can’t security monitor what is going on around our buildings?**

Security, with the support of the police, monitors the footprint around our buildings and routinely identifies suspicious behaviour. But they can’t see everything at once and therefore they need your help. By reporting anything suspicious you see, you will help ensure the safety of your colleagues.

**What if I see something suspicious at another of our buildings?**

When you call us, please tell us your location so that our response can be targeted accordingly. We have networks of security contacts which we would use to ensure information is relayed appropriately.

**I’m not sure it is a serious concern and I may be wasting security officer’s time.**

If you have any concerns about anything you see outside our buildings, however small it may seem, please report it as soon as possible. We would rather know so we can investigate it. No one will think you are wasting the security officer’s time.

**Are we all expected to be looking over our shoulders all the time?**

No, this is meant to be a common-sense approach to security. Staff should simply remind themselves of how they behave around our sites. The wrong behaviour may leave them open to a hostile.

**Haven’t we seen this before?**

While we have run campaigns in the past and our staff are generally vigilant about security, much more can be done. As well as observing suspicious behaviours in and around our sites, our security officers also members of staff being either oblivious to what is going on around them or acting in such a fashion that either draws attention to them and where they work.

**Will any other organisation be involved in this campaign?**

No, this is limited to our organisation, but we are supported, day-to-day, by the police.

**What should I do if I think someone is following me home?**

If you feel under immediate threat, you should call the police. But you should still report it to security as soon as possible.

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