

● Security Incident Checklist V1 2025

1. Assess The Situation

- Stay calm and observe the scene.
- Identify the type of incident (theft, vandalism, unauthorised access, assault, etc).

2. Alert and Report

- Notify security control or management immediately.
- Provide clear details, location, time, description of the incident, individuals involved.
- If necessary, call emergency services on 999 (Police, Ambulance, Fire, Coast Guard).

3. Contain and Control

- If safe to do so, prevent escalation, secure key areas.
- Follow de-escalation techniques for aggressive individuals.
- Maintain authorised communication with affected parties and security teams.

4. Collect Evidence

- Take notes of everything observed (behaviour, clothing, actions, vehicles).
- Secure video footage or witness statements.
- Preserve physical evidence if applicable.

5. Document the Incident

- Complete a formal incident report immediately.
- Include all relevant details: time, location, actions taken, witness accounts.
- Submit documentation to management or law enforcement if required.

Remember

- **Training - induction, CPD.**
- Keep notes up to date.
- Risk assessments.
- Method statements.
- SOP's, AI's TBT's.
- First aid training.
- Evacuation.
- Invacuation.
- Secondary RVP.
- Run Hide Tell.
- Accurate, brief & clear.
- Radio etiquette.
- Preserve scene.
- Maintain scene.
- When handing over to Police obtain & record collar numbers.
- Who, what, when, where & why.

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