



## Asset Protection - Store Safety

**Sharp Vision, Strong Protection:** With these helpful tips, you can keep your store, people, and self, safe at all times.

**SITUATIONAL AWARENESS:** Situational awareness is the ability to perceive, understand, and effectively respond to one's surroundings by gathering relevant information, analyzing it, and making informed decisions to address potential risks or hazards in a given situation; essentially, being aware of what's happening around you and being able to react appropriately.

**Be aware** of your surroundings for **unusual** or **threatening** behavior.

if you  
**SEE** | **SAY**  
something | something®

### Collaborate with Your Partners— You're Not Alone

- **Police** can often conduct welfare checks. Keep the non-emergency number saved in your phone.
- **Mall security** and **Host AP** often use code words such as **N.O.R.A.** (Need Officer Right Away) or discreet phrases like asking for bags. Call for assistance when you **Recognize** suspicious behaviors **before** something happens.  
⇒ They may also provide escorts to your car upon request.
- **Regional Managers of Investigations** are valuable partners if you suspect your store may be targeted for **robbery** or **burglary**. Their contact information can be found on the AP Toolkit.
- The **Security Operations Center (S.O.C.)** at **866-LUX-HELP** provides 24-hour guard coverage to assist with **robberies, burglaries, and acts of violence**.

### Training & Knowledge: Be Prepared and Know What to Do

Stay up to date with **Leonardo training** and utilize the latest **AP Toolkit** resources, including: Robbery/Burglary prevention, Safety Poster – S.T.O.P., De-Escalation, police reporting protocols, and more.

### Strengthen Protection with Security Systems: Prevent Incidents Before They Occur

**Camera Systems:** Report any **non-functioning** or **unfocused** cameras to the appropriate team:

- **Fusion (iPad) cameras** – OneLink/Store System Suport (SSS)
- **Milestone (standalone computer) cameras** – Store Maintenance
- **Mini DVR (small white box) cameras** – AP Manager

**REMEMBER:** Usage guides for all systems are available on the AP Toolkit.

**Door Security:** Submit a **maintenance** ticket for any **issues**.

- Verify **external locks are functional** and that there are no gaps under gates.
- Ensure doors remain locked **before and after business hours**.
- Check **backdoor security**, ensuring the push bar and peephole are functional.

**Key Control:** Know where your keys are and **re-core** if necessary.

- Confirm an **extra** set of **keys** is available and stored securely in the **safe**.
- Submit a **maintenance** request if additional keys are needed.

**Alarms:** Did you know that our Fusion camera systems also function as alarms?

- Verify that **keyholders** have their **own codes** and **call list** information is up to date:
  - **Vector Security** – Contact **1-888-8-Vector**.
  - **Fusion CCTV** – Complete the *Fusion System Deployment Audit* in CAMS.

**REMEMBER:** to remove exiting associates from the system, and collect their keys, to maintain security.



**More Information on  
the AP Toolkit**

