**{EXAMPLE INTRANET ARTICLE – FROM CEO}**

**Security is everyone’s responsibility**

**{Today’s date}**

Security is the responsibility of everyone who works at {insert airport/organization name}. Whilst our security department makes sure that we are briefed on the latest threats and security processes and procedures, it is for all of us to ensure we play our part in making aviation safe and secure. We must all embrace security as a core part of our business and a fundamental part of how we succeed.

From the senior management team, we commit to leading by example on security. We commit to listening to security feedback and to act upon reports, as well as ensuring security briefings and training remain a priority. We are asking you to help by remaining vigilant, by looking out for anything out of the ordinary and by following our security procedures and processes.

Threats to aviation are constantly evolving and complacency could provide those who seek to do us harm with an opportunity. We are therefore rolling out a range of ICAO tools and resources to help us all remain alert. We are also implementing security awareness campaigns, with posters and wallet cards, to highlight key security messages including how to report unusual or suspicious activity.

You will all receive a briefing from your departmental manager on why security matters and this will become a regular feature of our monthly information meetings.

Please take a few moments to read the information on the posters and wallet cards and to access the [ICAO tools and resources](https://www.icao.int/Security/Security-Culture/Pages/default.aspx). It is important everyone knows what to look out for and how to report it – this means we can continue to build a positive security culture in our organization.

With best regards,

{Name}  
{Title}