Protect Your Workplace

Physical Security Guidance

- Monitor and control who is entering your workplace: current employees, former employees, and commercial delivery and service personnel.

- Check identification and ask individuals to identify the purpose of their visit to your workplace.

- Report broken doors, windows, and locks to your organization's or building's security personnel as soon as possible.

- Make back-ups or copies of sensitive and critical information and databases.

- Store, lock, and inventory your organization's keys, access cards, uniforms, badges, and vehicles.

- Monitor and report suspicious activity in or near your facility's entry/exit points, loading docks, parking areas, garages, and immediate vicinity.

- Report suspicious-looking packages to your local police. DO NOT OPEN or TOUCH.

- Shred or destroy all documents that contain sensitive personal or organizational information that is no longer needed.

- Keep an inventory of your most critical equipment, hardware, and software.

- Store and lock your personal items such as wallets, purses, and identification when not in use.

Call your local police department to report a suspicious person, vehicle, or activity in or near your workplace.

(____) ____-____

Call 9ll if it is an emergency.

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