

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 911 if it is an emergency.

To download this poster, visit www.US-CERT.gov



Homeland Security