

# Protect Your Workplace

## Cyber Security Guidance

### Employees

- Make your passwords complex. Use a combination of numbers, symbols, and letters (uppercase and lowercase).
- Change your passwords regularly (every 45 to 90 days).
- Do NOT give any of your user names, passwords, or other computer/website access codes to anyone.
- Do NOT open e-mails or attachments from strangers.
- Do NOT install or connect any personal software or hardware to your organization's network or hardware without permission from your IT department.
- Make electronic and physical back-ups or copies of all your most important work.
- Report all suspicious or unusual problems with your computer to your IT department.

### Management & IT Department

- Implement Defense-in-Depth: a layered defense strategy that includes technical, organizational, and operational controls.
- Establish clear policies and procedures for employee use of your organization's information technologies.
- Implement Technical Defenses: firewalls, intrusion detection systems, and Internet content filtering.
- Update your anti-virus software daily.
- Regularly download vendor security "patches" for all of your software.
- Change the manufacturer's default passwords on all of your software.
- Monitor, log, and analyze successful and attempted intrusions to your systems and networks.



# Homeland Security

Report a computer or network vulnerability to the  
U.S. Computer Emergency Readiness Team

Incident Hotline: 1-888-282-0870

or

[www.US-CERT.gov](http://www.US-CERT.gov)

For more cyber tips, best practices, "how-to" guidance, to sign up for technical and non-technical cyber alerts, and to download this poster, visit [www.US-CERT.gov](http://www.US-CERT.gov)

# Report Suspicious Cyber Incidents

## SYSTEM FAILURE OR DISRUPTION

Has your system or website's availability been disrupted? Are your employees, customers, suppliers, or partners unable to access your system or website? Has your service been denied to its users?

## SUSPICIOUS QUESTIONING

Are you aware of anyone attempting to gain information in person, by phone, mail, e-mail, etc., regarding the configuration and/or cyber security posture of your website, network, software, or hardware?

## UNAUTHORIZED ACCESS

Are you aware of anyone attempting (either failed or successful) to gain unauthorized access to your system or its data?

## UNAUTHORIZED CHANGES OR ADDITIONS

Has anyone made unauthorized changes or additions to your system's hardware, firmware, or software characteristics without your IT department's knowledge, instruction, or consent?

## SUSPICIOUS E-MAILS

Are you aware of anyone in your organization receiving suspicious e-mails that include unsolicited attachments and/or requests for sensitive personal or organizational information?

## UNAUTHORIZED USE

Are unauthorized parties using your system for the processing or storage of data? Are former employees, customers, suppliers, or partners still using your system?

We encourage you to report any activities that you feel meet these criteria for an incident. Note that our policy is to keep any information specific to your site and system confidential unless we receive your permission to release that information. US-CERT has partnered with law enforcement agencies such as the U.S. Secret Service and the Federal Bureau of Investigation to investigate cyber incidents and prosecute cyber criminals.



# Homeland Security

Report an incident to the  
U.S. Computer Emergency Readiness Team  
**Incident Hotline: 1-888-282-0870**  
or  
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# 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.

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Call 911 if it is an emergency.

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# Homeland Security

# Report Suspicious Behavior and Activity

## **SURVEILLANCE**

Are you aware of anyone recording or monitoring activities, taking notes, using cameras, maps, binoculars, etc., near a key facility?

## **DEPLOYING ASSETS**

Have you observed abandoned vehicles, stockpiling of suspicious materials, or persons being deployed near a key facility?

## **SUSPICIOUS PERSONS**

Are you aware of anyone who does not appear to belong in the workplace, neighborhood, business establishment, or near a key facility?

## **SUSPICIOUS QUESTIONING**

Are you aware of anyone attempting to gain information in person, by phone, mail, e-mail, etc., regarding a key facility or its personnel?

## **TESTS OF SECURITY**

Are you aware of any attempts to penetrate or test physical security or procedures at a key facility?

## **ACQUIRING SUPPLIES**

Are you aware of anyone attempting to improperly acquire explosives, weapons, ammunitions, dangerous chemicals, uniforms, badges, flight manuals, access cards, or identification for a key facility or to legally obtain items under suspicious circumstances that could be used in a terrorist act?

## **DRY RUNS**

Have you observed any behavior that appears to be preparation for terrorist activity, such as mapping out routes, playing out scenarios with other people, monitoring key facilities, timing traffic lights or traffic flow, or other suspicious activities?



Call 911 if there is an emergency or immediate threat.  
Call the nearest Joint Terrorism Task Force (JTTF)  
to report suspicious activity or behavior (see below).  
Submit information electronically at <https://tips.fbi.gov>



Albany (518) 465-7551  
Albuquerque (505) 889-1300  
Anchorage (907) 276-4441  
Atlanta (404) 679-9000  
Baltimore (410) 265-8088  
Birmingham (205) 326-6166  
Boston (617) 742-5533  
Buffalo (716) 856-7800  
Charlotte (704) 377-9200  
Chicago (312) 431-1333  
Cincinnati (513) 421-4310

Cleveland (216) 522-1400  
Columbia (803) 551-4200  
Dallas (972) 559-5000  
Denver (303) 629-7171  
Detroit (313) 965-2323  
El Paso (915) 832-5000  
Honolulu (808) 566-4300  
Houston (713) 693-5000  
Indianapolis (317) 639-3301  
Jackson (601) 948-5000  
Jacksonville (904) 721-1211

Kansas City (816) 512-8200  
Knoxville (865) 544-0751  
Las Vegas (702) 385-1281  
Little Rock (501) 221-9100  
Los Angeles (310) 477-6565  
Louisville (502) 583-3941  
Memphis (901) 747-4300  
Miami (305) 944-9101  
Milwaukee (414) 276-4684  
Minneapolis (612) 376-3200  
Mobile (251) 438-3674

Newark (973) 792-3000  
New Haven (203) 777-6311  
New Orleans (504) 816-3000  
New York City (212) 384-1000  
Norfolk (757) 455-0100  
Oklahoma City (405) 290-7770  
Omaha (402) 493-8688  
Philadelphia (215) 418-4000  
Phoenix (602) 279-5511  
Pittsburgh (412) 432-4000  
Portland (503) 224-4181

Richmond (804) 261-1044  
Sacramento (916) 481-9110  
Salt Lake City (801) 579-1400  
San Antonio (210) 225-6741  
San Diego (858) 565-1255  
San Francisco (415) 553-7400  
San Juan (787) 754-6000  
Seattle (206) 622-0460  
Springfield, IL (217) 522-9675  
St. Louis (314) 231-4324  
Tampa (813) 253-1000  
Washington, DC (202) 278-2000

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