

Protect Your Workplace

Physical Security Guidance

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

Check for 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.

Back up or copy 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 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 there is an emergency or immediate threat.



Homeland
Security

For more cyber tips and resources, visit the Department of Homeland Security's Stop.Think.Connect.™ Campaign at:
www.dhs.gov/stothinkconnect

