



Spread the Word & Get Involved

Americans, including employees here, regularly use the Internet to communicate with colleagues, share vital information, and conduct business. Yet our collective cybersecurity is threatened on a daily basis by online criminals who wish to do us harm.

As we move further into the Information Age, we must recognize our shared responsibility to make cyberspace a more secure environment for ourselves and future generations. There are things you can do right now to protect Americans from online risks by becoming a cybersecurity advocate in your home, office, and community:

- Lead or host a cybersecurity awareness activity in your places of work, school, recreation, or worship.
- Discuss the importance of cybersecurity internally with your colleagues and externally to your organization's stakeholders—as well as with your friends, families, and members of your communities.
- Get schools and community organizations involved and informed on cybersecurity.
- Blog or post about cybersecurity issues and tips.
- Become a Friend of the Stop.Think.Connect.™ Campaign (www.dhs.gov/stopthinkconnect) to receive cyber tips and resources.
- Sign up for the US-CERT alert system (www.us-cert.gov) to receive alerts with timely information about current security issues and vulnerabilities.
- Download and distribute Stop.Think.Connect. and US-CERT resources to give to your colleagues, family, friends, and communities.

Cybersecurity is a shared responsibility and we each have a role to play.

Report an incident to the U.S. Computer Emergency Readiness Team; Incident Hotline: 1-888-282-0870 / www.US-CERT.gov
Call your local police department to report a suspicious person, vehicle, or activity in or near your workplace.

Call 911 if there is an emergency or immediate threat.

Submit information electronically at: <https://tips.fbi.gov>

Call the nearest Joint Terrorism Task Force (JTTF) to report suspicious activity or behavior (see below)

Albany (518) 465-7551	Memphis (901) 747-4300
Albuquerque (505) 889-1300	Miami (305) 944-9101
Anchorage (907) 276-4441	Milwaukee (414) 276-4684
Atlanta (404) 679-9000	Minneapolis (612) 376-3200
Baltimore (410) 265-8088	Mobile (251) 438-3674
Birmingham (205) 326-6166	Newark (973) 792-3000
Boston (617) 742-5533	New Haven (203) 777-6311
Buffalo (716) 856-7800	New Orleans (504) 816-3000
Charlotte (704) 377-9200	New York City (212) 384-1000
Chicago (312) 431-1333	Norfolk (757) 455-0100
Cincinnati (513) 421-4310	Oklahoma City (405) 290-7770
Cleveland (216) 522-1400	Omaha (402) 493-8688
Columbia (803) 551-4200	Philadelphia (215) 418-4000
Dallas (972) 559-5000	Phoenix (602) 279-5511
Denver (303) 629-7171	Pittsburgh (412) 432-4000
Detroit (313) 965-2323	Portland (503) 224-4181
El Paso (915) 832-5000	Richmond (804) 261-1044
Honolulu (808) 566-4300	Sacramento (916) 481-9110
Houston (713) 693-5000	Salt Lake City (801) 579-1400
Indianapolis (317) 639-3301	San Antonio (210) 225-6741
Jackson (601) 948-5000	San Diego (619) 565-1255
Jacksonville (904) 721-1211	San Francisco (415) 553-7400
Kansas City (816) 512-8200	San Juan (787) 754-6000
Knoxville (865) 544-0751	Seattle (206) 622-0460
Las Vegas (702) 385-1281	Springfield, IL (217) 522-9675
Little Rock (501) 221-9100	St. Louis (314) 231-4324
Los Angeles (310) 477-6565	Tampa (813) 253-1000
Louisville (502) 583-3941	Washington, DC (202) 278-2000

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



STOP | THINK | CONNECT™

Protect Your Workplace



Homeland Security



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.



Cybersecurity 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 usernames, passwords, or other computer/ website access codes to anyone.
- Do NOT open emails, links, or attachments from strangers.

- Do NOT install or connect any personal software or hardware to your organization's network without permission from your IT department.
- Make electronic and physical back-ups or copies of all your important work.
- Report all suspicious or unusual problems with your computer to your IT department.

Leadership & IT Professionals

- Implement Defense-in-Depth: a layered defense strategy 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 system's 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, analyze, and report successful and attempted intrusions to your systems and networks.



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, email, 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 to a key facility? Are you aware of anyone attempting to legally obtain items under suspicious circumstances that could be used in a terrorist act?

Dry Runs: Have you observed any suspicious 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 and traffic flow, or other suspicious activities?



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, email, etc., regarding the configuration and/or cybersecurity 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 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 Email: Are you aware of anyone in your organization receiving suspicious emails 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?