

# 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](http://www.dhs.gov/stothinkconnect)



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