



Risk Management Considerations for Physical Security

Background Information

Organizations tend to focus more on electronic security than physical security. Remember, the physical security of an organization is just as vulnerable. Take proper measures to ensure that the building, staff, and physical information is protected to guard against a loss.

Manage the Risk

1. Secure Entry

- Employees should swipe in and out of the office to record who is on the premises.
- All keys/swipe cards need to be accounted for (both staff and visitors) and locks must be changed if keys go missing.

2. Visitors/Contractors

- All visitors should report to reception.
- There should be a sign-in sheet for all visitors that includes:
 - Name of Company
 - Name of Person
 - Employee Contact
 - Time In
 - Time Out

- Reception should have a list of expected visitors and the date of their visit. If a technician arrives who is not on the list, the appropriate department should be called to verify his/her presence.
- All visitors should be given ID badges. After receiving an ID badge, the visitor should be escorted by an employee.
- Visitors should not be allowed to enter server rooms.
- Announce the presence of any repair or service personnel onsite.

3. Staff

- Staff should be regularly reminded of safety and security protocols.
- Employee security access should be restricted to necessary areas only.
- Encourage employees to question strangers on the premises.
- Introduce new employees so other staff know who they are and that they “belong” in the building.

4. Garbage

- Create strict guidelines on what information must be shredded and not thrown in the garbage.

- Dumpsters shouldn't be easily accessible to the public. Dumpsters should be stored in a secure area to avoid "dumpster diving".

5. Alarm System

- Continually test and update your building's alarm system.
- Create a policy for when an alarm goes off – who is called, who goes to the building for inspection, etc.

6. Security Services

- If you have had a history of break-ins or are in a vulnerable area, consider contracting a security service.
- Outline hours of service and specific procedures for the security service.

7. Exterior Lights

- Install enough exterior lighting around your building, at points of entry, and in the parking lot to ensure employee safety.

8. Other Considerations

- Enforce a "clean desk" policy. Employees should shut down their computers and put away files, emails, memos, etc. that may contain sensitive information.
- Exterior doors should not be propped open.
- Filing cabinets containing client information should be locked at all times.
- Close ground level blinds/drapes when the building is not open (evenings, weekends and holidays).
- Cleaners and other building staff should be bonded.