FACILITY SECURITY GUIDANCE

- Monitor and/or control access to your facility, as appropriate. Considerations include: who is entering your facility and when (e.g., current and former employees, visitors, service personnel), if they have an appointment and/or purpose in being there, as well as ability to provide identification, if requested.

- Report broken doors, windows, and locks to your organization's or building's facility/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 ORGANIZATION.

CALL 9-1-1 IF IT IS AN EMERGENCY

TO LEARN MORE OR TO REPORT AN INCIDENT AFTER NOTIFYING LAW ENFORCEMENT, PLEASE CONTACT SCN DUTY DESK AT:
844.SCN.DESK | DutyDesk@SecureCommunityNetwork.org