Security Awareness - Physical Security

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In your exploration of IT Security, it's important to remember physical security. Below are individual actions which will not only help protect the expensive equipment in our buildings, but more importantly, improve the physical safety for all CABQ employees. While these changes may cause you some inconvenience, they are important for the safety of CABQ resources:

- When entering a secure location, be cautious of piggy back traffic. Unauthorized personnel use the kindness of staff to hold the door open so they can access secure areas.
- Never leave a vendor or guest in a secure area alone. All vendors and guests should be escorted to their destination.
- If you do not recognize an individual in a secured area you should not hesitate to ask for identification.
- When you enter or leave the building after hours, check to make sure that the door has locked behind you.
- Refrain from leaving though secondary exits (i.e., loading docks, side doors, etc.) unless you have a legitimate business need to do so. When you do use secondary exits, make sure the exit is properly locked when you leave the area.
- When you enter or the leave building after regular hours, or secure areas (such as machine rooms or other locked areas) at any time of the day, do not let individuals unknown to you into the area.
- Close and lock your office or office-suite door after hours.
- Contact Building security or the APD if you feel threatened for any reason.

Remember to protect your computer equipment as well. If you have a laptop, it should be registered with the ITSD. Additionally, ITSD will provide a CABQ tag identifying that the laptop has been registered. If you use a laptop in a high traffic area, consider using a cable lock or the lock that comes with many laptop docking stations. You should also secure the computer by configuring it to use a password to login, using a screen saver to lock the screen, and configuring the BIOS appropriately.

For Additional information of Personal Protection see: Protecting Yourself

SANS Reading Room: Implementing Robust Physical Security