Security SpotLight

Securitas Critical Infrastructure Services, Inc.

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An Informational Guide for Security Clients

Secure Yourself

If working before or after business hours, always keep the facility entry doors locked. Notify security of your presence—in which area(s) and at what times you will be working.

Employees should secure their personal workspaces at all times. A thief only needs a few minutes alone to find valuables not safely stored. Store purses and other items of value in a secured area, not hidden under a desk or in a drawer. Do not leave laptops unattended in your office or at meetings. If your laptop is in your car, be sure the vehicle is locked and the laptop is hidden from view. Store handheld devices properly, and lock laptops to the desk if possible. Itemize serial numbers for any portable electronic devices. Mark personal property using initials or an identifying number or tag.

Finally, be discreet. Don't advertise or post vacation plans or absences by you or your co-workers when a stranger is present in the office.

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Theft in the Workplace

Office safety is everyone's business. Burglary, theft, and vandalism can happen in the workplace. Because employees may spend more time at work than at home, they can be lulled into a false sense of security about the area around their desks. Following some simple guidelines can help minimize office theft.

Lock Up

Locking up is one of the best, but easily overlooked, theft prevention measures. Lock all offices, conference rooms, or storage rooms that are regularly unoccupied. If you are the last to leave at night, secure all computer systems, critical files, and copiers. Close and lock all doors and windows, and enable the building security alarm, if your workplace has one.

Never put identifying tags on key rings. If possible, keep your office keys on a separate key ring. Don't leave keys unattended on your desk, in an unlocked drawer, on an open hook, or in a hanging coat pocket where they can easily be "borrowed" and duplicated. Only lend your keys to people with a legitimate need and make sure they are returned promptly. Consider investing in a lock box for office keys that can be secured and only give that key to a trusted employee. Report any missing keys right away.

Prominently mark all office equipment and furniture as office property and keep an up-to-date, written inventory of furniture, computers, and equipment in a separate, secure location. Perform

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Take Action

If you witness a burglary, theft or act of vandalism being committed:

- ***Ensure your own safety before doing anything.***
- ***Stay calm. Do not confront the person, especially if you are alone and no one else is in the area.***
- ***Immediately contact your manager/supervisor, then call 911 if instructed to do so.***
- ***Jot down a description of the person you saw. Include important features such as: height, weight, race, age, hair color and haircut, complexion, facial hair, eyeglasses, eye color, scars, tattoos, or unusual marks.***
- ***Describe clothing, jewelry, any weapon, and information on the individual's direction of escape. If a vehicle was used, note its color, make, license number, and the direction it took as it left the site. Also note if anyone else was in the vehicle.***

regular, documented inventory checks—especially for equipment not used on a daily basis. Consider attaching larger equipment like computers or printers to the desk or table with a locking device. Never store unused equipment on top of cabinets, under tables, or in other isolated areas. Secure unused equipment in a cabinet or locked storage area and ensure all items are identified.

Be Alert to Strangers and Visitors

Office personnel and building security should be alert and aware of people entering building at all times. Thieves often pose as repair, delivery, cleaning, or other service personnel. Be suspicious of unknown persons who open the wrong doors and pretend to be looking for a specific office or person. Escort roaming visitors to the right office/area and verify the individual is there. If the person is not there, escort the visitor back to the reception area to wait. If they act nervous or try to exit, remember their description and call security.

Always check the identification of strangers who come to your office to do repair or other service work. Make it a habit to visually inspect ID badges—a uniform alone is not enough. If you are unsure, call the repair company or ask for a signed work order specifying the location and who authorized the work. If possible, stay in the area while the work is being done. If you must leave for any reason, make sure personal items, equipment, and information are secured. Ensure no confidential information is left on the desk or on the computer screen. Do not allow office property to be removed without a written order or a receipt that includes the company's name, address, and phone number, as well as the name of the authorizing person. Before equipment actually leaves the premises, verify the repair request with the authorizing person. Always check work requests carefully and verify with a supervisor and the repair company. Never allow unauthorized repairs to alarm systems or communications equipment. Report all suspicious individuals to the office management or security.

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This guide is for informational purposes only and does not contain SCIS's complete policy and procedures. For more information, contact your SCIS supervisor or account manager.