TO: Philip Carson

FROM: IT Staff

Subject: 057 – Corporate Security Physical Security

A policy for physical security is just as important as one for cyber security.

When we move to our new location we need to make sure there is a physical security policy in place. Such a policy follows:

* Building security needs to be put in place including:
  + Security staff and guards and the funds for any essential training they need.
  + Authentication systems, be they keys, pass-cards, or biometrics. For more security, put two authentication systems or more in place.
  + The building itself needs to have a layout that maximizes physical security.
  + Need to analyze the blueprints for potential vulnerabilities.
  + Need alarm and intruder detection systems.
  + Need cameras
* Do not allow any tag-a-longs into the building. That is, don’t hold the door open for anyone, even if you think they work here.
* Do not give anyone your key to the building.
* Make sure computers are in secure physical locations, especially overnight.

With these policies we should be able to secure our eventual corporation location.

Sincerely,

The IT Staff