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| Blue Team |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

The physical security within our company is consisted of the following:

* Barbed wire fence around the facility
* ID access gates guarded by armed security guards 24/7 around the facility
* Front gate is only opened via approval from security
* Visitors/non-employees are only allowed within the facility by appointment
* 24/7 camera surveillance inside and outside the facility
* Areas are well-lit outside the facility
* ID access locks on all doors intended for employees only
* State-of-the-art locked server cage
* Bulletproof glass all throughout building, with added bars for extra security
* Armed security added outside the server room

Visitors and non-employees are to check in with the front desk and sign in before traveling anywhere else in the building. Visitors are only allowed through the front doors during business hours. All other external doors are auto-locking, and are unlocked via ID card. They are then escorted to their appointment/ destination by 2-armed security guards, and then escorted back to the lobby/ exit when their visit is finished. The front doors, other external doors, and all doors inside the building are locked to everyone except authorized individuals during non-business hours.

In the event of a breach, the response is conducted immediately by attempting to capture the intruder. If the breach occurred after business hours, the response is conducted first by reviewing security cameras and the sign-in sheet at the front desk. Authorities are contacted to follow through with an investigation/prosecution.