



#BNNCYBERTIPTUESDAY 

Physical Security is **EVERYONE's** Responsibility

- Ensure all guests have a visible visitor badge
- Look for unfamiliar people in non-public areas
- "Assist" people who look lost or out of place.
For example, greet unaccompanied visitors, and ask:
 - For their name
 - Where they are from
 - Who they are there to see (contact)
 - To see their badge
 - That they wear their visitor pass
- If uncomfortable asking questions or still suspicious:
 - Verify the guest with their internal contact
 - Ask reception if visitors are onsite and why
 - Notify management
- Escort visitors to their destination

WWW.BNNCPA.COM

Anyone can buy
a uniform - they
do not replace
visitor badges!



See something,
say something!

BAKER
NEWMAN
NOYES