

What's the big deal if...



...I hold the door open for someone behind me?

Why it is a big deal
<ul style="list-style-type: none">• You don't know if the individual is there legitimately or if he/she is a thief or a personal threat• You could put your safety, and your colleagues' safety, at risk• You could put departmental information and assets at risk of damage or theft
Scenario
You arrive on your floor and notice a few individuals standing at the entrance door to your work area. What should you do?
Possible actions (vote on the correct answer)
<ul style="list-style-type: none">• Option 1: Use your access card to enter your work area and proceed to your desk• Option 2: Unlock the door with your access card and then hold the door open, so everyone can enter your work area• Option 3: Use your access card to enter your work area and make sure that the door closes and locks behind you
Explanation
<ul style="list-style-type: none">• Option 3 is the correct answer• Using your access card and ensuring that the door locks behind you sends a clear message that others must enter using their own access cards
Key take-aways
<ul style="list-style-type: none">• Holding the door open for others because it's polite can put those who work in a building, as well as the information and assets on the premises, at risk• Everyone who has authorized access to departmental buildings is provided with their own access card for entry• There are processes in place to allow temporary authorized entry into work areas for legitimate visitors
More information
<ul style="list-style-type: none">• Video on Tailgating• Physical Security