Secure Your Office

(NAPSA)—One of the leading electronic security companies for businesses across the country suggests these tips for keeping your office, employees, customers and inventory secure:

• Make well-lit, access-controlled parking available and suggest a "buddy" system within the parking area;

• If possible, make security escorts available to and from employee parking;

• Register all guests and accompany them during their visits;

• Never leave your reception area unattended;

• Do not allow entry doors to be propped open if no one is present or nearby;

• Don't allow unknown service personnel free access to your office space;

• Report broken doors, windows and locks to building security personnel;

• Monitor and report suspicious activity in or near your facility;

• Install an electronic access system and closely inventory all photo badges, ID cards, etc.;

• If you already have a security system, request regular system inspections and evaluations;

• Do not open suspicious packages: Report them to local authorities;

• Employ updated computer security software for your entire network;

• Back up and store sensitive and critical information and databases;

• Shred or destroy old documents containing sensitive business information;

• Keep an inventory of your most critical equipment, hardware

Access control systems are one affordable way of easily protecting your office, employees and sensitive information.

and software;

• Develop fire and emergency plans and regularly practice drills;

• Keep facilities well lit, inside and out, even during nonbusiness hours;

• Form a safety team to help keep safety and security issues in focus; and

• Encourage employees to secure valuables, including documents that might contain personal information, in their work areas at all times and especially during company gatherings or breaks.

Consider a monitored security and fire system from an expert such as Protection One, one of the largest national providers of electronic security systems to homes and businesses, as well as a remote/IP video system, which allows easy access to facility cameras via the Internet. Be sure to include wireless or IP-based backup service in the event your phone line becomes disabled.

For additional tips or a free security evaluation of your business, visit www.ProtectionOne.com or call (800) GET-HELP.