

# Office security

Terrorists have selected business offices as sites for bombings, sabotage, kidnappings and assassinations. Reasonable security precautions can deter such incidents.

Some precautions are common-sense and cost little. Come and go at different times. Use varying routes and entrances to the building when possible. Avoid working late on a routine basis and avoid routine trips to the office during hours when no one else is there. Be alert to anyone loitering near the office.

Offices most likely to be terrorists' targets, for example, senior executives' offices, should not be directly accessible to the public. Ground floor offices are especially vulnerable. Do not stand or place desks near windows. Do not hang pictures of executives in the lobby or place name signs outside executive offices. Direct private telephone lines should be avoided, except for safe havens, since they facilitate tapping and monitoring by terrorists. Telephone cables to offices and residences are best embedded in conduits in walls or underground.

Do not clutter up lobbies with plants or objets d'art or other items which could obscure the presence of a suspicious parcel or object. Restrooms in executive areas should be locked as should all maintenance closets and telephone and electrical equipment

rooms. Keys should be issued on a very restricted and recorded basis.

Have a police security check or background check done on all local employees. Impress on all employees that they should be alert to unfamiliar objects or personnel, especially in stairwells and restrooms. Develop and regularly practice drills to cope with fire, bomb threats and intrusion. Involve every member of the business.

Your office and home should have a record of any medical problems that may be expected in an emergency. Information should include ailment, type of medicine, where to obtain medicine, doctor's name and address, blood type, allergies, etc. Establish notification instructions in the event of emergencies, kidnappings, etc. Make sure that someone knows the name and address of next of kin.