Learning Objectives: Improving Physical Security

# Module Learning Objectives

The purpose of this document is to identify and document the learning objectives of this training module. This information determines the contents of the training module, regardless of how it is communicated.

**Title**: Physical Security

### Target Audience

All organization employees and contractors are the target audience. These individuals are assumed to be nontechnical.

### Goal

At the conclusion of this course, participants will be able to explain and demonstrate how to we secure physical spaces within the company and will be aware of reporting procedures.

### Outcome

The intended outcome from this learning objective is lowering organizational risk associated with physical threats. Specifically, lowering the likelihood of sensitive or highly sensitive company information being disclosed to the public through unauthorized means stemming from physical threats.

### Background

Recent unauthorized disclosures of highly sensitive company trade secrets have resulted in approximately $9,500,000 in net losses over a 3 year period. Two of the incidents were caused by laptops left unlocked in common areas, one was caused by a weak password, one by lack of physical controls and in-attentive staff while the last one was caused by over use of privileges. Although it is possible members of the public were in the common areas unescorted, which would be a violation of company policy, the company believes that these disclosures are the result of one or more employees in the company. The culture of our organization revolves around internal collaboration and promotes the use of mobile devices to facilitate this interaction. However, traditional training and security measures appeared to have failed in accounting for the unique risks associated with mobile devices.

### Learning Objectives

1. Learner explains the importance of displaying their badge (or special badge when in a sensitive information processing area) at all times.
2. *Individual Metric*: *Learners correctly match examples of employees properly displaying their badge 100% of the time (Around the neck or clipped to clothing above the waist and below the neck).*
3. *Organizational Metric*: Create a scenario where an escort required person is on a company laptop to see if nearby employees take the correct action (E.g. reminding the company employee that escorted people are not authorized to use company computers).
4. Learner explains the importance of requiring escorts for all non-company employees.
   1. *Individual Metric*: *Learner correctly identifies threats caused by failing to escort non-company employees.*
   2. *Individual Metric*: *Learner correctly identifies actions to take when they observe unescorted people.*
   3. *Organizational Metric*: *Create a scenario where someone wearing an escort required badge is roaming the building without an escort.*
5. Learners explains the importance of understanding the procedures to escort non-company employees into the building.
6. *Individual Metric*: *Learner receives an ‘escorting badge buddy’ and correctly identifies actions to take when escorting someone into the building (badge buddy can be used if added to their badge clip) with 100% accuracy.*
7. *Organizational Metric*: Create a scenario where an escort required person is on a company laptop to see if nearby employees take the correct action (E.g. reminding the company employee that escorted people are not authorized to use company computers).
8. Learner explains the importance of keeping escort required people in appropriate areas of the company marked as an escort area.
9. *Individual Metric*: *Learner correctly identifies escort area markings 100% of the time (Signs read “Escort Permitted” or “No Escorting Allowed Here”).*
10. *Organizational Metric*: *Create a scenario where someone escorts someone into an area not authorized for escorting to see if nearby employees take the appropriate action.*
11. Learners explain the importance of keeping doors closed when not actively in use (entering and exiting).
12. *Individual Metric*: *Learner correctly identifies troublesome doors that tend to be propped open for various reasons.*
13. *Organizational Metric*: *Create a scenario where someone props a door open to see if nearby employees take the appropriate action (E.g. close the door and report the incident).*
14. Learners explain the importance of keeping emergency doors sealed with number security tags.
15. *Individual Metric*: *Learner correctly matches doors without the numbered security tag 100% of the time.*
16. *Organizational Metric*: *Create a scenario where the security tag is removed from an emergency door in a commonly traveled area of the company to see if nearby employees take the appropriate action (E.g. report the incident).*
17. Learners explain the importance of keeping emergency doors unused until an emergency.
18. *Individual Metric*: *Learner correctly identifies emergency exit doors 100% of the time.*
19. *Organizational Metric*: *Create a scenario where someone props an emergency door open in a commonly traveled area of the company to see if nearby employees take the appropriate action (E.g. Close the emergency door and report the incident).*
20. Learners explain the importance of maintaining positive control of their laptops when used in common or unsecure areas and secured when not in use.
21. *Individual Metric*: *Learners correctly match images of people maintaining positive control of their laptops with 90% accuracy.*
22. *Organizational Metric*: *Routine evaluations of laptop use in common areas reveals employees maintain positive control of their laptops with 90% accuracy.*
23. *Organizational Metric*: *Routine evaluations of laptop use in common areas reveals that employees notify security personnel and takes control of the laptop 100% of the time when an employee fails to maintain positive control of their laptops (Employees are incentivized to help their co-workers with this task).*
24. Learners explain the importance of keeping company laptops inside of their assigned company spaces and personal laptops outside of company spaces.
25. *Individual Metric*: *Learners correctly identify company markings on laptops 100% of the time.*
26. *Organizational Metric*: *Create a scenario where an employee attempts to exit the company building with a company laptop in hand to see if nearby employees take appropriate action (E.g. Stop the employee and remind them of the policy. Then report it to security.).*
27. *Organizational Metric*: *Create a scenario where an employee attempts to enter the company building with a personal laptop in hand to see if nearby employees take appropriate action (E.g. Stop the employee and remind them of the policy. Then report it to security.).*