

SANS Tip of the Day
Russell Eubanks
MGT 438

- 1 - To lessen your exposure after a website compromise, use a different password for every website. A great strategy is to use a strong base password followed by an identifier specific to each website. When one of your accounts becomes exposed, there is only one place to change a password. Example: S3cur!teeM@tt3rz+CNNdotCOM.
- 2 - Make sure to keep all software on your computer updated, especially each of your web browsers and their associated plugins. Visit the website <https://browsercheck.qualys.com> from each browser on your computer and set a monthly calendar reminder to recheck every month.
- 3 - Store the contact numbers of your local Fire, Police, Hospital and Ambulance in your cell phone before you need them.
- 4 - Help keep your company information private. Do not give out the company physical address. When someone calls your company and asks for your street address, give a Post Office box number instead.
- 5 - Know what data in your company is considered sensitive and how to properly handle and use it. Only keep information as long as you must and securely destroy it when it is no longer needed.
- 6 - Determine a safe meeting point for your company in the event of an emergency. Introduce yourself to neighboring businesses and exchange contact information. Notify them in case of an emergency or evacuation at your location so they can properly respond and keep themselves safe.
- 7 - Social Media is being used more by businesses to connect with their customers. Make sure you have permission in writing before you attempt to represent your company on Social Media websites. If you do not have permission, make it clear that you are not representing your company.
- 8 - Know the location of the First Aid Kit and Fire Extinguishers. Regularly walk the exit routes to make sure no obstructions or barriers exist. Periodically check the inspection dates on the Fire Extinguishers and make sure the First Aid Kit remains adequately stocked. Do the same when you are at home.
- 9 - Do not go home if you feel you are being followed. Know safe locations to go to in case you feel threatened. Examples include the Fire and Police Departments and 24 hour grocery stores. Drive to them this week to make sure you know how to find them.
- 10 - Do not allow anyone to enter your work location without badging in. Holding the door open seems like a nice gesture, but it circumvents an important physical access control.