5.7. Emergency Procedures

Objective

5.7.1. Classified information and systems are secured before personnel evacuate a facility in the event of an emergency.

Context

Scope

5.7.2. This section covers information relating to the securing of classified information and systems as part of the procedures for evacuating a facility in the event of an emergency.

5.7.3. The safety of personnel is of paramount importance.

Rationale & Controls

Evacuating facilities

5.7.4.R.01. **Rationale**

When evacuating a facility, it is important that personnel secure classified information and systems as they would at the end of operational hours. This includes, but is not limited to, securing media, logging off of workstations and securing safes and cabinets. This is important as an attacker could use such an opportunity to gain access to documents, applications or databases that a system user had already authenticated to or use another system user's credentials for a malicious purpose.

5.7.4.R.02. **Rationale**

During an evacuation, the safety of staff is of primary importance. Where it is immediately obvious to wardens and/or staff that the securing of classified information and systems prior to the evacuation of a facility would lead to, or exacerbate, serious injury or loss of life to personnel, the facility may be evacuated without personnel following the necessary procedures to secure classified information and systems.

5.7.4.R.03. **Rationale**

Where facilities are evacuated and classified information and systems have NOT been secured, the Chief Warden or Floor Warden MUST be notified as soon as possible. Steps should be taken to secure the site as soon as it is safe to do so.

5.7.4.C.01. **Control System Classifications(s): All Classifications; Compliance: Must** [CID:922]

Agencies MUST include in procedures for personnel evacuating a facility the requirement to secure classified information and systems prior to the evacuation.