

Safetygram

NCI-Frederick

ISM-101

General

February 2013

Protective Services

When it comes to security, "you are the key." Most of the items reported missing are removed from unlocked, unattended areas. Many items are not missed for a period of time, which makes recovery unlikely.

Please take care to secure valuables in a locked cabinet and to secure portable equipment to a fixed surface. When a room is unattended it should be locked. Supervisors should check that personnel have keys to work areas in order to promote good security practices. A memo or email from your supervisor to Protective Services is required to request keys or lock changes for your area of responsibility.

In addition to lock and key requests, Protective Services can assist you with:

- X Scientific alarms after hours, weekends, and holidays - notification of personnel on call-in lists
- X Access control system requests and questions
- X NIH/NCI-Frederick shuttle service (weekdays only- call x1091 for a copy of the schedule. The schedule is also located on the NCI-Frederick website.)
- X NCI-Frederick employee identification cards (from 9 a.m. - 11 a.m. weekdays)
- X Maintenance referral after hours, weekends, and holidays
- X After hours emergency response
- X Notification of ambulance, NIH Police, and Ft. Detrick Fire Department as required.
- X Government vehicle accident reports
- X Special checks of your lab when you work late night hours
- X An escort to your car
- X Jumper cables are available for loan
- X Lost and found
- X PIV Badges

You can reach us 24 hours a day at (301) 846-1091. Security is everyone's right - and everyone's responsibility.