

# Safetygram

NCI-Frederick

ISM-100

General

February 2013

## Access Control System

### How to get an access card

- X You will be issued an access card/badge on your first day of employment at NCI-Frederick.

### How to use the card

- X Hold your cardkey near the in reader.
- X Open the door within 10 seconds after the green light appears.
- X If the red light comes on, your cardkey may not be authorized for that time or location, or damaged. Use an emergency phone or ext. 1091 for assistance.
- X If no light comes on, try again.
- X Do not lend your cardkey to anyone - only you are authorized to use it.
- X Do not bring visitor, children or pets with you - only you are authorized access after hours.
- X Lost cards should be immediately reported to 301-2287-4629

The access control system is designed to safeguard NCI-Frederick personnel and property and should not be misused. If you encounter any problems in operating the system, please use an emergency phone located near the door or call x1091.