

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 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:

- Scientific alarms after hours, weekends, and holidays - notification of personnel on call-in lists
- Access control system requests and questions
- NIH/NCI-Frederick shuttle service (weekdays only- call x1091 for a copy of the schedule)
- NCI-Frederick employee identification cards (from 9 a.m. - 11 a.m. weekdays)
- Maintenance referral after hours, weekends, and holidays
- After hours emergency response
- Notification of ambulance, NIH Police, and Ft. Detrick Fire Department as required. Internal 911 service is provided
- Government vehicle accident reports
- Special checks of your lab when you work late night hours
- An escort to your car
- Jumper cables are available for loan
- Operation I.D. - An engraver is available for loan
- Lost and Found

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