

## SECURITY

Security of facilities and prevention of property loss are responsibilities of every employee. Only with the cooperation of all employees can losses and adverse impact on NCI-Frederick's research mission be avoided.

Practical ways to minimize losses include the following:

1. Keep the exterior doors of buildings CLOSED and LOCKED at all times other than regular working hours. Do not prop doors open.
2. When leaving work at lunch time or at the end of the day, turn lights off and secure doors in your immediate area. Double check to make sure doors are locked.
3. When entering or leaving work after regular hours, use your access card properly; enter and leave the building only at reader entry/exit doors. Your safety is jeopardized if there is no record of your presence in the building.
4. Supervisors must make sure that access lists, equipment emergency call-in lists, and power outage notification lists are up to date for their area. Restrict access on a need to enter basis.
5. If you have been issued a key or access card, don't share it with anyone. Make sure to carry your employee ID card.
6. Secure sensitive property such as radios, cameras, calculators, and hand tools in a locker or locked desk or cabinet to be provided each employee.
7. Engrave or otherwise conspicuously mark personal property to deter theft and to aid identification in the event of loss (a driver's license number is often used). Engravers may be borrowed from Protective Services.
8. Secure personal and government vehicles while driving or parked. Remove valuables when not in use. Do not leave keys in a vehicle.
9. Make sure that Protective Services is aware of all vendors, subcontractors, and service representatives working in your area after hours. You should take steps to assure that outside personnel are supervised, particularly during non-working hours.

10. Report losses, hazards, or any unusual incidents promptly to Protective Services, Building 426, x1091.

Observance of these practices will provide a more secure work environment for all of us. Protective Services cooperates with FBI and DOD investigators to investigate losses and to aid in property recovery. Call Protective Services at x1091 immediately to report missing property and also if you have any questions about security.