



PROTECTIVE SERVICES

Building Managers Training





PROTECTIVE SERVICES

- Security Issues
- Reports of Incidents
- Work Orders with Security Hardware
- Keys and Locks
- Lost & Found
- Security Containers
- Help on Line
- Labels MSFC 45, 60's
- Parking Spaces





PROTECTIVE SERVICES

Security Issues

- Report Suspicious Activity Immediately
- Advanced warning of after hours work requiring security support
- Keep building and area secured
- Secure excess property from theft
- Report theft hazards

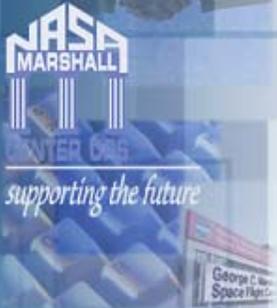




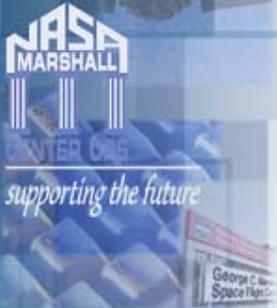
PROTECTIVE SERVICES

Report of Incidents

- Reports of specific incidents sent to you by AD50 notifying you of incidents in your building or area
- Please send back a reply of any corrective actions if necessary to prevent reoccurrences
- Most will be FYI



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Report of Incident Example

Report of Incident

Protective Services
George C. Marshall Space Flight Center
Huntsville, Alabama

CERTIFIED COPY

ROI No: 2324-2002 Version: 0

Type of Incident	Event Date	Time	Building No.	Room/Location Descr:		
Unsecured Area	9/26/2002	8:10 PM	4619	Fire Exit Door on the second floor		
Notified By:	Complainant Name	Phone:	Badge #	Investigated By		
Radio	JON MCCLARY	(256) 544-4753	276025	McClary, Jon		
Door Type:	Condition Found:	Why door was not secure:		Lock/Unlock Type		
Exterior	Locked Not Secured	Not Latched Securely				
Submitted By	McClary, Jon	Supervisor:	Michael Noe			
Narrative						
While on routine walk through of Building 4619, Officer Jon McClary reported that the Fire Exit Door on the second floor was in the locked position but not properly latched, allowing access into the building. Officer McClary checked the area and secured the door.						
Prepared by: Officer Diana K. Simpson						
Other persons associated with this incident						
Badge No.	Role	Name	Org/Company	Phone	Building	Room
276025	Officer	MCCLARY, JON R.	CIS	(256) 544-4753	4312	109

Reviewed By: _____
Ron Kiker

Coastal International Security

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PROTECTIVE SERVICES

Work Orders With Security Hardware

- Keep a record or copy of the work order number for future reference
- Please follow up if not corrected on time

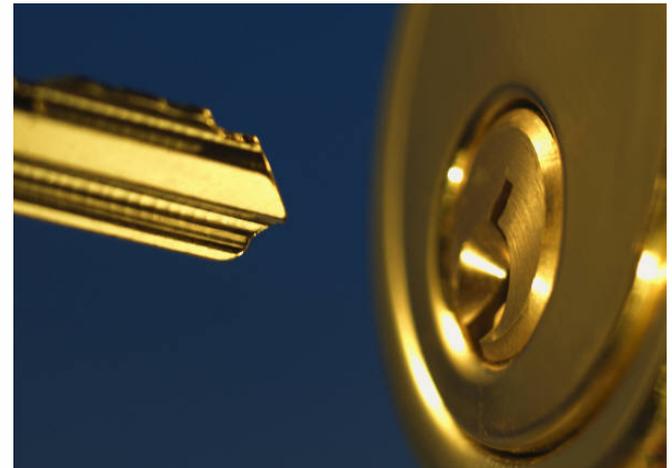




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Keys and Locks

- Submit a MSFC Form 4291 with the proper signatures, (supervisors & key coordinator) and forward to AD50 for Lock/Key services



George C. Marshall Space Flight Center

PROTECTIVE SERVICES



MSFC Fm. 4291



REQUEST FOR SECURITY LOCK / KEY				
LOCK REQUESTED FOR BUILDING:			ROOM:	
KEY REQUESTED FOR BUILDING:			ROOM:	
SERIAL NUMBER OF KEY (IF APPLICABLE) (If you are requesting a key for an existing lock, please specify serial number of lock.):				
KEY(S) REQUESTED FOR EMPLOYEES LISTED BELOW				
ORGANIZATION CODE	NAME	BUILDING NUMBER	ROOM NUMBER	TELEPHONE NUMBER
JUSTIFICATION FOR SECURITY LOCK/KEY:				
SUPERVISOR'S SIGNATURE:		ORG. CODE:	TELEPHONE:	DATE:
KEY COORDINATOR'S SIGNATURE:		ORG. CODE:	TELEPHONE:	DATE:
PROTECTIVE SERVICES APPROVAL				
<input type="checkbox"/> YES <input type="checkbox"/> NO		AUTHORIZING SIGNATURE:		DATE:
NOTES FOR LOCKSMITH (FOR PROTECTIVE SERVICES USE ONLY):				
Submit your request for keys through your key coordinator to Protective Services.				



PROTECTIVE SERVICES

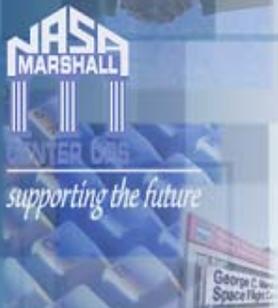
Lost & Found

- Turn into Protective Services Dept. or Security Contractor (currently Coastal International Security)
- MSFC Form 4388 filled out
- 30 days to process/find owner to claim property
- May claim property if requested and owner does not claim in time limit (30 days)





PROTECTIVE SERVICES



Security Containers

- Before moving any combination lock safe or turned into excess contact AD50 Protective Services regardless of whether it contains classified information or not.
- If classified, the custodian must accompany the safe from point to point.
- If excessed the combination is to be changed to generic number by the locksmith before moved or old combination is taped securely to the container.





PROTECTIVE SERVICES

Help Online

- Inside Marshall Web Page, 2 ways to get to us: MSFC Services, Center Operations Service, Security Tab & Protective Services, List of Services.





PROTECTIVE SERVICES

Security Labels Cont.

- **MSFC Label 45**
- Yellow Label
- Room Access Request Label
- User updates, AD50 issues
- Ensure your key Coordinator is listed on the label
- Please keep current
- **MSFC Label 60**
- Orange Warning Label
- AD50 applies to doors
- To warn of alarmed door & area subject to electronic monitoring
- Prevent unnecessary alarms





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MSFC Label 45

ROOM ACCESS REQUEST		
This area will be opened only at the request of the following listed personnel:		
LOCK & KEY COORDINATOR:		
NAME	OFFICE PHONE	HOME PHONE

MSFC - Label 45 (May 1989)

MSFC Label 60

WARNING
DOOR ALARMED
CALL 544-4357, OPTION #1, TO NOTIFY SECURITY BEFORE LEAVING THIS DOOR OPEN FOR EXTENDED PERIODS.
<u>AREA SUBJECT TO ELECTRONIC MONITORING</u>

MSFC LABEL 60 (July 2002)

Note: Label 24's are now obsolete, remove them and replace with L 45's if needed!



PROTECTIVE SERVICES

Parking Spaces

- Your focal point for painting spaces
- Assist in identifying location for designated spaces
 - Transient
 - Service Vehicles
 - Visitor
 - Reserved
 - Handicap
 - Assigned Government vehicle
- Notify us when spaces need repainting
- Notify us when reserved and or other designated spaces are no longer needed



PROTECTIVE SERVICES



Questions ?