

In case of an emergency  
(Fire, Police, Ambulance, Rescue)

**dial 911**

and internally dial

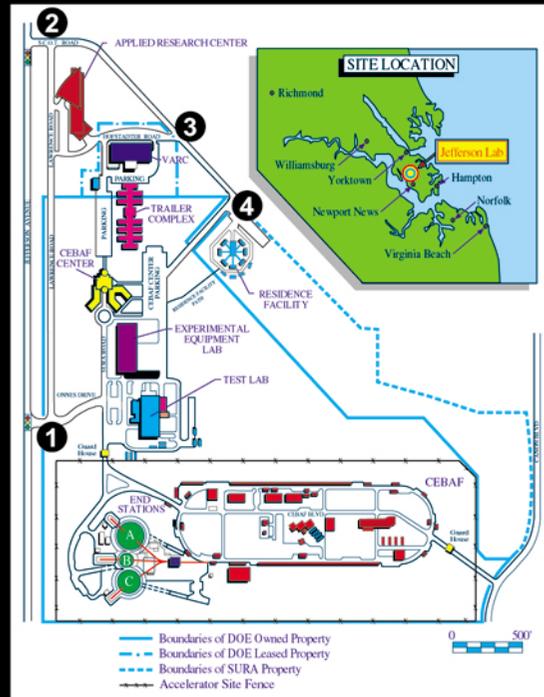
**x4444**

Provide your location  
and address, and  
follow initial response  
actions shown  
on the safety card  
attached to all  
JLab phones.

For non-emergency  
security concerns  
during business hours,  
call the JLab Security  
Office at x7169,  
page 584-7169; or  
x7548, page 584-7548

## Site Access Points

- 1  
Onnes Drive access  
24 hours, 7 days per week
- 2  
S.C.O.T Road / Lawrence Road access  
6:30 am - 6:30 pm, Mon-Fri
- 3  
S.C.O.T Road / Hofstadter Road access  
6:30 am - 6:30 pm, Mon-Fri
- 4  
S.C.O.T Road / Residents Facility access  
6:30 am - 6:30 pm, Mon-Fri



U.S. Department of Energy's  
Thomas Jefferson National Accelerator Facility  
Managed by Southeastern Universities Research Association

Jefferson Lab, 12000 Jefferson Avenue, Newport News, Virginia, USA  
757.269.7100 • www.jlab.org

# Jefferson Lab Integrated SECURITY Management



The Jefferson Lab (JLab) security program assures all visitors and employees of a safe and secure work environment that fosters creative scientific advances. This brochure informs JLab staff, users, and subcontractors of basic information to promote Integrated Security Management at all organizational levels throughout JLab. JLab has no classified or nuclear material and largely performs fundamental research published in open literature. For more information, see points of contact listed below.

### **INTEGRATED SECURITY MANAGEMENT**

Jefferson Lab is committed to conducting work efficiently and securely. The Integrated Security Management framework integrates all topical areas of security (e.g., people, property, information, and cyber security) and related cross-cutting areas (e.g., export control, and foreign travel) into management and work practices at all levels. Each individual staff member, user, supervisor, manager, and subcontractor is directly responsible for following security requirements and contributing to secure missions and workplaces. The Lab's security manager, security officer and guards provide assistance to the staff, users and line managers in meeting security requirements.

### **LAB SECURITY DISPATCH**

The Accelerator Gate House handles round-the-clock security and radio dispatch of roving guards. Call x5822 for non-emergency assistance with:

- Theft
- Damaged Property
- Vehicle Accident
- Parking - blocked vehicles
- After hours personal escort
- Lock-outs

### **LAB SECURITY FORCE**

The JLab Security Force provides 24-hour security services to JLab, and is backed up by the Newport News Police Department (NNPD) if professional law enforcement services are requested or required.

### **CRISIS ASSESSMENT/ACTION TEAM**

If you experience actual violence or feel threatened in any way, call security dispatch at the accelerator gate at x4444 or call 911. If you or a co-worker are threatened in any way that might lead to violence, or if you suspect that an issue may result in violence, contact your supervisor. Or you may place a confidential call to Human Resources at x7232, page 584-7232 or x7538, page 584-7538; or contact the Security Office at x7169, page 584-7169; or x7548, page 584-7548.

### **ID CARD AND ACCESS TO BUILDINGS**

Your ID proximity card serves both as an identification and access card. New staff and users attend orientation on their start date and present valid photo identification. Both Security and EH&S Orientation (SAF100) are offered online during in-processing. Photo identification badges are issued and activated only after completion of both Security and EH&S Orientation. Divisions control card access to their areas. To obtain access to buildings or labs please contact your supervisor or sponsor. If card access is not operational in your building or area, you may obtain a door key by submitting a work order through your division representative to Facility Management.

### **VISITOR ACCESS**

A visitor must be sponsored on the site. JLab staff, users, and subcontractors with a JLab photo ID badge may sponsor visitors. Before signing in a visitor, a sponsor performs an identification check by examining the visitor's picture identification. Receptionists at the ARC, VARC and CEBAF Center can assist casual visitors.

### **GROUPS, CONFERENCES & SPECIAL EVENTS**

Building and campus access control are security considerations for JLab event planners. When functions are approved by JLab Public Affairs, x7689, JLab Staff Services, x6930, will assist in coordinating special access control for the event. Public and semi-public events may require additional guard/police services and/or support in temporarily modifying campus access gate times.

### **FOREIGN TRAVEL BRIEFINGS/DEBRIEFINGS**

Travel briefings/debriefings are available and may be required for some JLab staff. Their purpose is to promote situational awareness including country specific information to enhance the security of the traveler. Travelers having questions about pre-travel briefings can contact the JLab Security Officer, x7548.

### **COMPUTER SECURITY GUIDELINES**

When you sign up for your computer account you will receive detailed information on passwords, appropriate usage, web standards of behavior and usage, and accounts for minors. Due to the intense level of cyber attacks in the modern internet, it is essential that you follow all policies, guidelines and rules. Please review guidelines at <http://cc.jlab.org/policies/UseGuidelines.html>

### **EXPORT CONTROL PROGRAM**

Export controls are designed to protect items and information important to the United States. Export control rules govern the transfer of equipment, material, information, technical data and software to non-U.S.

persons regardless of where the transfer occurs. NOTE: shipping or personally carrying JLab property to a foreign country, even if it originates from a foreign country, requires processing through JLab shipping and receiving in order to pass through customs. Plan ahead by contacting the Material Handling Coordinator at x7348. For further information, call the JLab Export Control Officer at x7548.

### **PROPERTY**

Jefferson Lab is committed to maintaining an effective and efficient property management system. Each individual staff member, user, supervisor, line manager, and subcontractor is directly responsible for the property assigned them, including all activities affecting the property (transfer, loss, loan, damage, etc.). When a status change occurs (termination of employment, lost property, relocation of property for longer than 5 working days, etc.) the responsible individual will follow procedures outlined in the property system. Staff and users are responsible for alerting the JLab Property Coordinator of the in-house fabrication, acquisition, or shipment of high risk property. For further information, contact the JLab Property Coordinator at x7348.

### **PROPRIETARY INFORMATION PROTECTION**

Proprietary information is any information or material that (a) originated outside the Lab, (b) is disclosed to the Lab on expressed or implied conditions that limit the Lab's right to use or disclose the information, (c) is specifically identified by the originator as proprietary and (d) is not generally known to workers in the relevant field. The Lab recipient of proprietary information is responsible for physically securing the proprietary information at the Lab. The person responsible for the information must control access to computer media containing proprietary information. For further information, contact Legal Services at x7543.

### **SECURITY POLICIES, PLANS & PROCEDURES**

If you have questions about security issues, policies, or procedures, call the JLab Security Manager, x7169, or JLab Security Officer, x7548. Policies and procedures can be viewed at the Integrated Security Management web page linked to the "Safe & Secure First" button on the JLab home page at [www.jlab.org](http://www.jlab.org).