



from the Office of Research Services

News: To Use!



June 1995

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News You Can Use becomes News: To Use!

- WHAT'S IN A NAME?

Possible trademark infringement! Our apologies to **U.S. News and World Report**, owner of the name "News You Can Use."

Emergency Management Branch

...MORE THAN A FIRE DEPARTMENT!

After the recent tragedy in Oklahoma City, no one will take evacuation drills for granted. The Emergency Management Branch (EMB) of ORS' Division of Safety coordinates the drills - just one function of *hundreds* in emergency planning and response.

Dick Schaff and his staff are responsible for state-of-the-art fire alarm and sprinkler systems, fire pumps and gaseous/dry powder extinguishing equipment, evolving technology in the construction of strong buildings, the production of safety videos, emergency evacuation of people with disabilities, pagers to alert the hearing impaired to emergencies, planning for all kinds of hazardous materials situations, training, and much more.

EMB coordination with the Director of Extramural Research is particularly interesting. When a natural disaster occurs in a place where there is NIH-funded research, EMB investigates the damage and submits a status report to the White House about the project. EMB also develops and maintains the NIH

Humanitarian Aid program to provide medical personnel and support staff to international locations, as well as American ones, during large scale disasters.

Information: Dick Shaff 6-1985

Full Access for Employees with Disabilities:

A WORK IN PROGRESS

A formal five year plan to remove all architectural and transportation barriers from NIH began in 1992. At that time, employees with physical challenges completed a survey for ORS. The results were integrated into the plan. NIH is committed to maximum accessibility, beyond federal regulations, which is only appropriate since it is an organization dedicated to people's health and well being. If you struggle with a certain door or curb or rest room, or you see someone else having a problem, ORS wants to know about it. Project manager and senior architect Rick Herring says that suggestions and comments are very much welcomed. Prompt consideration is given to every report.

Some examples of the scope of the program are found in the following completed projects: an integral part of the total renovation of Building 5, the patient care units in Building 10, removal of barriers from the entrances of Buildings 6B, 12A and 31A/B/C, new elevator controls in Building 31, a new type of sidewalk for the Children's Inn, and a new entrance for the Gerontology Research Center in Baltimore. Of course, the Natcher Building was built with the most sophisticated and advanced accessibility features.

For Information or to Report a Problem:

DES Performance Concerns Hotline: 2-3472

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Maintenance, repair or construction concerns and questions are welcomed by the Division of Engineering Services. Because customer satisfaction is the object of *any* project, the hotline exists to encourage easy communication; there is no need to write a letter or memo. The phone rings in the office of Ms. Myrna Lopez. You can be sure that if she is not there, she will respond promptly to messages that are left.

Our Apologies...

In the last issue, we printed the wrong phone number for **Interactive Conferencing**.

The correct number: **4-9417!**

Employee Assistance Program (EAP)

Is a conflict with a co-worker or supervisor preventing you from doing your work effectively? Is stress distracting you day after day? Is your whole office confronting a common problem? The Occupational Medical Services Branch of the Division of Safety has an excellent Employee Assistance Program.

Experienced, skilled EAP counselors work with individuals, groups of employees, and supervisors to formulate plans for dealing with all types of problems, at no cost. Anything that is causing decreased job performance, from a troubling family situation to a difficult supervisor to a complicated career transition, is cause for Employee Assistance involvement.

The EAP helps identify and assess issues, and offers the appropriate service, such as job-related training, education, self-help tapes and films, focused discussions, consultations, or short-term counseling. When the problem calls for long-term management, a counselor will guide the employee to community resources and specialists. Counselors treat all matters with complete confidentiality and they are sensitive to financial and insurance resources when making recommendations. Do not let anxiety, depression or any crisis interfere with your job: compassionate, professional assistance is available.

Information:

EAP Counselors 6-3845 Building 31/B2B57

Self-Defense Course:

FOR WOMEN ONLY

Over 400 women have signed up for the new self-defense course offered by the NIH police. Although they cannot accommodate everyone all at once, enough sessions will be scheduled so that each one who signs up will be taught. The comprehensive class is taught in one 4-5 hour evening. Instructors focus on common sense and preventative techniques.

Women will learn the most effective strategies to protect themselves—from the ground or from being held, as well as ways to deal with guns, knives and chemical agents...and how to recognize their individual limitations. Legal issues concerning self-defense are covered. The teachers offer simple techniques that can be practiced at home, after students get started by beating up on instructors in padded body suits!

Information & Scheduling:

Tom Hayden 6-5685

Attention: Pedestrians and Drivers - Watch for flashers on campus!

Crosswalk flashers, that is! In high traffic areas, flashers are being installed to remind drivers to **Slow Down** when approaching a crosswalk - and **Stop** if they see anyone in the crosswalk. The streets and

sidewalks of NIH are constantly busy, as people rush to meetings and appointments, on foot and in cars. Due to the ever-increasing, hurried activity, pedestrian safety has become a very urgent concern. In an effort to draw attention to the crosswalks, stripes are being repainted,

and narrow crosswalks - less than six feet wide - will be widened. Diagonal lines that vary in spacing will be corrected for a more uniform appearance. *These efforts will be most effective if pedestrians use the crosswalks that are provided for their safety.*

The NIH guidelines for vehicle and pedestrian safety are consistent with Maryland law. Drivers and pedestrians *alike* have the duty to exercise common sense and reasonable diligence to avoid endangering anyone who, although carelessly, may be in the other's right of way.

Instead of stating the particular requirements of each party, we would like to remind everyone of the following: it would not be of much comfort to know you were technically correct if you hit - and hurt - someone.

STOP!!!!

Pedestrians have the right of way!

Travel Policy Update:

CONTRACT AIRFARES FOR CONFERENCE PARTICIPANTS EQUALS SAVINGS

Save money by getting the lowest fares for **non-government** personnel *flying on official business for NIH*. Contract airfares can only be obtained when the NIH travel agency, Ober United, is reimbursed with appropriated funds. How do you proceed? Enter an RQM in the ADB for issuance of a Purchase Order to Ober United. Purchase Orders are beneficial for meetings involving a large number of participants, for a series of meetings, or for a number of participants over a period of time-but not for an individual fare.

The following information is required for the RQM:

EIN#:	152126570701
SF37:	CLFX6
OC:	25.2H
GSA Contract #:	GS-OWF-53293
Requestor:	Meeting sponsor's name
QTY:	1
Unit of Issue:	FEE
Description:	<i># of tickets @ \$/ticket*</i>
Remarks:	<i>Title, date and purpose of meeting</i>
Supporting Doc:	<i>Roster of all participants, their addresses, and a blanket invitational travel order</i>

* cite \$450 for domestic, call Ober for international

Reminder: Receiving is required each time Ober invoices NIH.

Information:

Jim Prosser of Ober 654-0644

Suspicious Packages:

TOUCHING TRIGGERS TRAGEDY

What to watch for?

Unusual appearance and feel

Too heavy for its size

Very uneven weight

Protruding wires

Holes

Odd smell

Excessive tape

No return address

A sealed enclosure

Greasy black

marks

Springiness or stiffness

What to do?

- Do not open it!
- Isolate the letter/package.
- Evacuate everyone from area.
- Notify the police.

Emergency Numbers:

ON-Campus-Dial 115

OFF-Campus-Dial 9-911

In Answer to Your Question: Zip Codes and MSC#'s

April's newsletter prompted some comments about this subject. Although it may seem redundant to have to use **both** Zip Codes and Mail Stop Codes, they actually serve different purposes. Unfortunately, *people* have to conform to *machines* in some situations, such as mail sorting and routing. To clear up this confusion you should first know that the US Post Office scanning equipment reads from the *bottom line up* (city, state, Zip+4). When it proceeds to the next line up it tries to verify that the street address matches the Zip+4 in their database. If it does, then the mail stays in the automated stream, bypassing several manual sorting processes.

Street address lines require both a primary and secondary delivery designator when there are multiple delivery points within a building. This applies to NIH buildings just as it does to apartment buildings or office buildings with suite numbers. Everyone agrees that the alphanumeric "B1BN08" system is confusing...it's hard enough for someone new to the campus to find offices, and just as hard to sort mail using those designations...another good reason for MSC#'s. Also, MSC#'s are good backup in case the Zip Code is left out altogether.

Zip+4 numbers were assigned to NIH mail stops in a manner that allows the Post Office to sequence our mail for delivery *before it arrives at the NIH!* The Zip+4 codes are further assigned in a numerical sequence that corresponds with delivery routes within individual NIH buildings-saving even more time!

The Mail Services Branch tried to make it easy for everyone to remember their complete mailing address by having the MSC# match the extra 4 ZIP digits! *For interoffice mail, just write the person's name and MSC#.*

Information:

MSC and Zip+4 Questions: Len Winnings 6-0480

Other Questions or Problems: John Hunt 2-0172

Construction Project Alerts

Location	Project	Completion Date	Specific Impact
MLP8 Building 11	Lighting Install Chillers	December 1995 Summer 95	Temporary loss of 70 parking spaces Service Rd. South closed from Center Dr. to Service Rd. West Restricted access to Bldgs 12 & 22
Campus-wide	Lighting: Street & Bus	August 95	Temporary loss of 3 parking spaces Better lighting, safer environment!

	Shelters		
Building 41T	Piping	August 95	One lane road blockage
Manhole 88	Replacement	July 95	Disruption of crosswalk between Bldgs 1 & 8
Building 10	Repair HVAC supply duct	Nov 95	Disruption on 5th floor at air intakes

Information:

DES Performance Concerns Hotline 2-3472

NEWS: TO USE!

IS PUBLISHED ON RECYCLED PAPER BY THE

OFFICE OF RESEARCH SERVICES,

STEPHEN A. FICCA, ASSOCIATE DIRECTOR

- EDITOR, ANN COCHRAN -

Mission:

COMMUNICATIONS

The purpose of this newsletter is to inform and communicate with the entire NIH community about ORS projects, policy changes and initiatives that could be of immediate practical interest, along with some items that might be filed away for possible future use. The Office of Research Services

directly affects you and the place where you spend your whole day - your office, your building, your entire organization. Your satisfaction is our utmost concern. Please let us hear your ideas and comments.



us a line!

Mr. Steve Ficca, the Associate Director for Research Services, would like to respond to your questions, comments and suggestions... or is there anything you would like to know about the Office of Research Services but were afraid to ask? Here is your chance!

Topic suggestions:

- most useful information in this newsletter
- subjects that should be addressed in a future issue
- general comments
- specific questions

Your name: _____

Building & Room: _____

Phone Number: _____

___ **Please check if you would like your comments & our response to be kept confidential.**

Fax your comments to Mr. Ficca's office: 2-0604

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