

Welcome to Fermilab

America's Particle Physics and Accelerator Laboratory



Security and Emergency Management Site Guide

For Business Visitors accessing the Batavia site



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General information

Navigate the Fermilab site with confidence in safety and security by referencing this guide.

Welcome to Fermilab

Fermilab is America's particle physics and accelerator laboratory. Our vision is to drive scientific discovery and solve the mysteries of matter, energy, space and time.

We have more than 2,000 employees and collaborators from around the world on our 6,800-acre campus which includes the accelerator complex, Wilson Hall, interpretive nature trails and our bison herd.

While onsite, it is required that you follow all security and safety rules. Please refer to this guide to acquaint you with Fermilab's security posture and processes.

This guide will provide information on:

- **Arrival processes**
- **Emergency preparedness and response procedures**
- **Site security guidance**
- **Helpful phone numbers and resources**
- **Site information, such as parking, hours, and signage**



Security & Emergency Management Division (SEMD) upholds the lab's security

This security and emergency management site guide was developed by Fermilab's Security and Emergency Management Division (SEMD). Their mission is to uphold the laboratory's security and emergency services in an effort to respond to and mitigate emergency and security incidents in a safe and efficient manner.

SEMD consists of Emergency Services, Physical Security, Cybersecurity, and Global Services. All these departments serve the Fermilab community by providing high-quality services and adherence to operational requirements to continue to drive scientific discovery and support the Fermilab mission.

If you have any questions about the content in this guide, please contact SEMD@fnal.gov.

Your participation in security is key



The safety and security of the lab, workers and visitors, and the environment requires the participation of all employees, workers, and visitors to the site.

Your role is essential in maintaining a secure environment where science and ideas develop and thrive.



Fermilab code of conduct

Please adhere to the Fermilab code of conduct to maintain a respectful and collaborative environment for all.



Prohibited items and activities

Fermilab prohibits items and activities to maintain a safe environment for employees, workers, and visitors.

Promoting campus-wide safety for all

While you have authorized access to the campus for diverse reasons, adherence to safety protocols is imperative.

Your cooperation is vital in ensuring a secure and hazard-free environment for all engaged in furthering Fermilab's mission. Prohibited items and activities are strictly forbidden on all sites.

For further questions, email SEMD@fnal.gov.

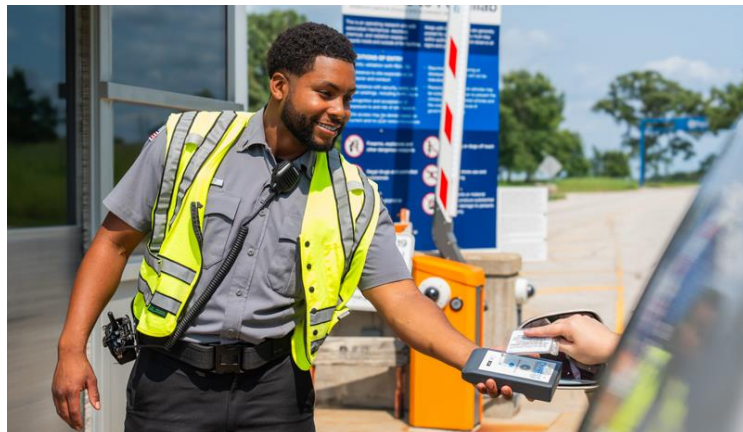


Fermilab boasts a sprawling campus and to keep it safe, your participation is important.

Advocating for safety

It is crucial to adhere to the prohibited items and activities policy to uphold integrity and ensure safety for everyone.

If you have any questions regarding prohibited items or activities, contact the Security Operations Center (SOC) for further information: 630-840-3414. You may also scan the QR code below to call the SOC directly.



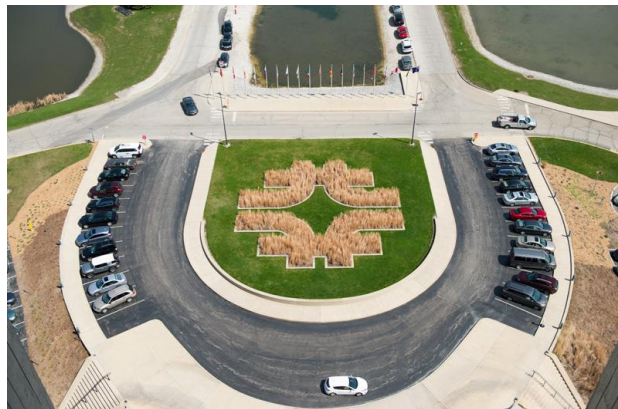
Fermilab's Protective Force (ProForce) has an active presence on the Fermilab campus

Prohibited Items

- Firearms, explosives and other dangerous weapons
- Illegal drugs and controlled substances
- Personal alcohol or marijuana
- Instruments or material likely to produce substantial injury or damage to persons or property
- Other items prohibited by law
- Personal drone use

Prohibited Activities

- Being under the influence of illegal drugs (including marijuana), alcohol, or any other item prohibited by law is not permitted.
- Smoking/vaping within buildings and within 15 - 25 feet of entrances is prohibited.
- Fishing, ice skating, geocaching, and trespassing are not allowed.
- Leashed dogs are permitted in designated outdoor public areas.



Please be mindful of the prohibited items and activities while appreciating the vast site and its picturesque views.

Directions and map

Utilize the map and resources below for seamless navigation to Fermilab.

Security gates

Fermilab's primary entrance is located at the intersection of Kirk Road and Pine Street in Batavia, Illinois. Patrons with large vehicles or delivery trucks are encouraged to enter at the entrance on the northern end of the campus on Wilson Street. When using a GPS, use the following cross-streets:

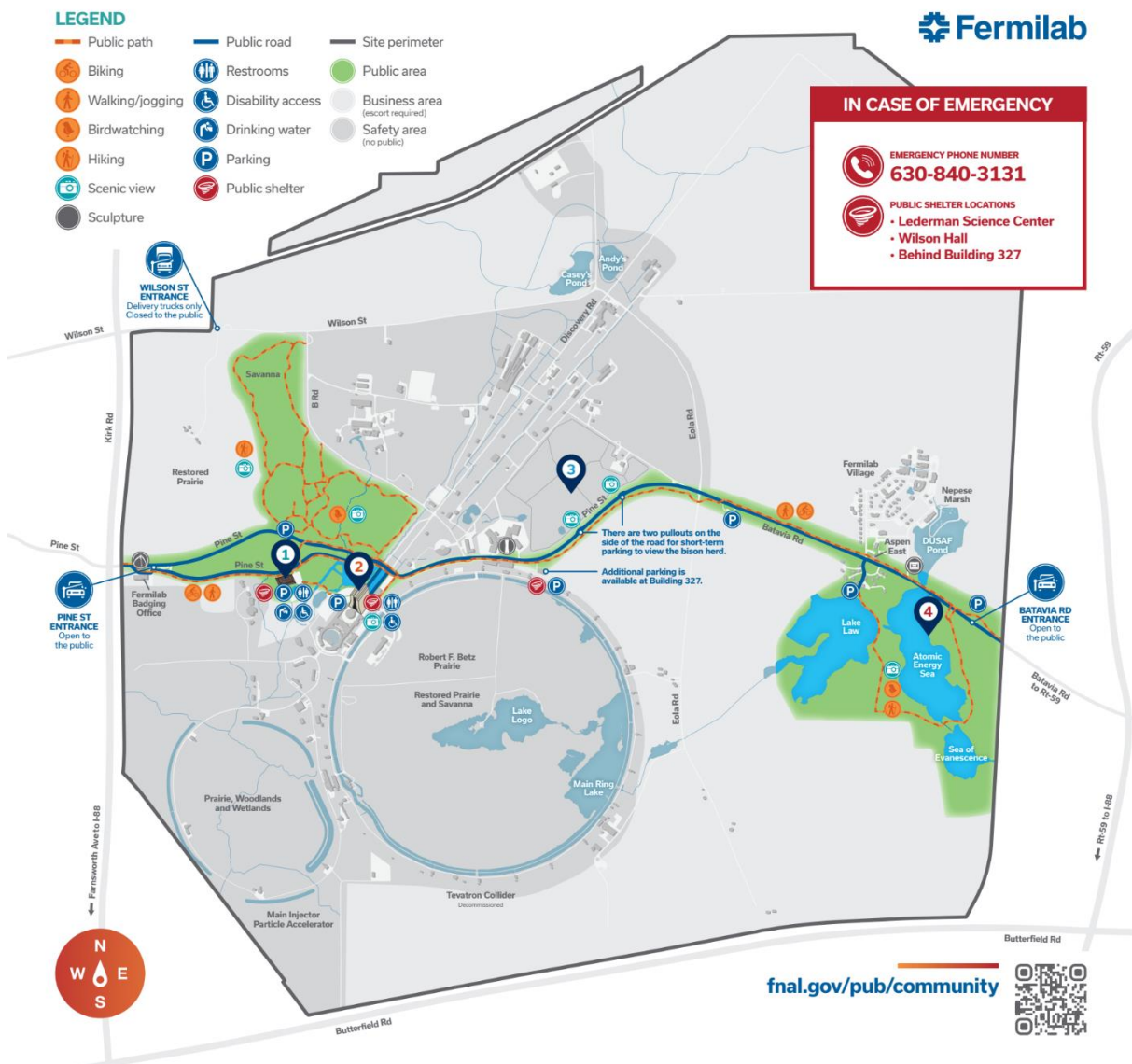
- Main entrance: Kirk and Pine Street, Batavia IL, 60510
- Wilson Street for larger vehicles and deliveries: N Kirk Road and E Wilson Street

There is also another entrance reserved for badged individuals at Batavia Road and Continental Drive, Warrenville, IL, 60555

Site map

Download the site map below by visiting www.fnal.gov/pub/visiting/directions/.

If lost, please call your point of contact or the Security Operations Center at 630-840-3414.



Navigating arrival procedures

The process outlined below details what you can expect when you arrive at Fermilab.

1) Arrive to the Fermilab Badging Office

Before you can enter the site, you must first stop at the Fermilab Badging Office (FBO) located at Pine St. Here you will be processed for and receive your business visitor badge.

2) Check-in with the Global Services Department

After parking, enter through the front doors of the FBO. Adhere to signage. Once inside, you will be greeted by the Global Services team. Please follow their instructions. Ensure you have all necessary documents. Hard copies are required.

3) Temporary badge issuance

Your business visitor badge may be pre-printed and ready for pickup upon arrival. If your business visitor badge was not pre-printed the Global Services team will print your business visitor badge upon your arrival. You must always wear your issued business visitor badge while onsite.

4) Proceed through the security gates

After you receive your business visitor badge, you may proceed to enter the site through the security gates. At Pine St., use the lane furthest to the right and follow the security officer's instructions. Be prepared to present any requested documentation such as your REAL ID, QR code on your informal invitation letter, and your business visitor badge.

Example of temporary badge



Above is an example of the business visitor temporary business visitor badge (left) that are issued by the Global Services department.



The Global Services department is ready to issue your badge at the Fermilab Badging Office (FBO) located at Pine St.

Ways to get to the Fermilab Badging Office (FBO)

- **Enter through the Kirk & Pine entrance:** The FBO is located on your right when entering.



Ensure you enter through the entry lane furthest to the right and display necessary documentation to the guard at the gate.

Required ID documentation

Proper documentation is required to access the site.

REAL ID

REAL ID-compliant documents are required per the REAL ID Act, which is a U.S. federal law that includes requirements for accessing certain Federal facilities, including non-public areas of Fermilab. For more information on the REAL ID requirement at Fermilab, please visit the REAL ID website.

Passports and REAL-ID driver's licenses are commonly presented REAL-ID documents. Other examples of REAL ID-compliant documents can be found on the Get-connected website: <https://get-connected.fnal.gov/real-id-at-fermilab/>.



List of required documents:

- Valid REAL-ID compliant photo ID
- *Affiliates/users only:* Proof of medical insurance coverage
- *Subcontractors only:* Blue card from contractor orientation
- Additional required documents needed for non-U.S. citizens is detailed on our website: <https://get-connected.fnal.gov/documents/>

Please be prepared to present all necessary documentation to obtain your Fermi-ID badge.



Why do I need to correct my I-94 from tourist to business status?

- You must be admitted with business status (i.e., VWB/business; B-1/business).
- Tourist status (VWT/tourist; B-2/tourist) is not acceptable for business visitors.
- If your I-94 lists your status as tourist, you must follow the instructions on this page to correct it.



A star denotes a REAL ID driver's license, which is a common example of a REAL ID-compliant document.

I-94 (Non-U.S. citizens only)

The I-94 document is the arrival or departure record issued by Customs and Border Protection (CBP) to non-U.S. citizens entering the United States. It is proof of legal status for non-U.S. citizens and is required to fully process business visitor access and issue a blue temporary business visitor badge.

For complete details on what an I-94 document is, visit the Get-Connected website and the CBP.gov website.

How to find and correct your I-94

Find your I-94

1. Access your I-94 at www.i94.cbp.dhs.gov/I94/.
2. You will need to acknowledge the "Terms of Service" and enter your traveler information as it appears on your passport.
3. Generate and save the I-94. Review to ensure it is accurate.

For more information: <http://get-connected.fnal.gov/documents/>.

Correct your I-94

If your I-94 is incorrect or missing from the Customs and Border Protection (CBP), email CBP at i94chi@cbp.dhs.gov. If you call, you will most likely be instructed to send an email.

- *Hours of operation:* 8:30am-3:00pm Monday through Friday
- *Website:* www.i94chi@cbp.dhs.gov

You must contact the CBP to get the document fixed. The Global Services department is unable to contact them on your behalf. There is a possibility that you may not be allowed onsite until you've contacted CBP to correct the I-94.



Escorting

Escorting is a requirement for business visitors.

Escorting at Fermilab

Escorting is required to retain Fermilab's open site posture and to ensure access to activities in non-public areas are carefully monitored. As a business visitor, you are required to be escorted in non-public areas of the site.

Business visitors are allowed on site during business hours M – F, 6 a.m. to 6 p.m. If escorted, business visitors are allowed in the Users Center (open W – F, 4 p.m. to 11 p.m.).



Business visitors are identified by their blue business visitor temporary badges.

Public areas at Fermilab

Business visitors are welcome to freely access all public areas. In these areas, business visitors do not require an escort. Below are the defined public areas at Fermilab:

- Lederman Science Center
- Kuhn Barn (during authorized events)
- Certain areas in Wilson Hall: ground floor, atrium and cafeteria, 2nd floor crossover, Auditoriums (during authorized events), Comitium, Curia II and One West conference rooms
- Bike, walking paths, bison viewing and interpretive trails
- Aspen East



Traversing through interpretive trails do not require an escort.



Business visitors must be escorted by Fermi-badged individuals in non-public areas.

Who can escort?

Escorts are required to be Fermi-badged individuals and 18 years old or older. Escorts must also take Fermilab escort training. Escorts will ensure there is no unauthorized access during the visit.

Escorts cannot grant access or accompany anyone lacking a valid business visitor badge, especially in non-public areas. Adhering to escorting protocols is vital for ensuring the secure flow of information and ideas.



Escorts are trained Fermi-badged individuals.

Guidelines for campus roadways

Follow these rules to safely navigate the Fermilab campus' roads.

Illinois Rules of the Road

Adhering to the Illinois Rules of the Road while onsite is a requirement to maintain a safe environment for drivers, bikers, and pedestrians. The Illinois Rules of the Road must be followed by those driving vehicles and riding bicycles.

Please take note of all the distinct occurrences detailed on this page that may occur, given the nature of the lab and the diverse activities taking place across campus.



The Fermilab Fire department and its vehicles have an active presence on site. Please exercise caution.

Vehicles onsite must:

- Be mindful of and exercise caution around emergency vehicles.
- Reduce speed when encountering the transportation of sensitive or large equipment.
- Be aware of and patient with utility vehicles including Bobcats, gators, Kubotas, and tractors.

Reporting accidents



In the event of a vehicular accident, promptly report it by calling the Security Operations Center (SOC) at **630-840-3414**. You may also scan the QR code to call the SOC directly. Your cooperation ensures a swift response to incidents on campus.



Obey all stop signs, directional signage, and railroad crossings.

Roadway reminders

Please be responsible and practice safe driving. Below are roadway reminders to mindful of while onsite:

- Speeding is prohibited. The sitewide speed limit is 40 miles per hour, unless otherwise posted.
- Use caution and obey all stop signs and railroad crossings to ensure the safety of pedestrians and fellow drivers.
- Pay attention to road signs that prohibit public access.
- Be vigilant for wildlife like turtles, sandhill cranes, and deer on the roadways to ensure a safe journey to your destination.
- Bicyclists and drivers must share the road. Please use caution when encountering each other.
- Please pay attention to one-way and parking signage.



It is important to remain vigilant, especially of trucks and emergency vehicles while onsite.

Parking

The following information provides guidance on areas to park and signage to look out for at the lab.

Areas to park near Wilson Hall

- A. Lederman Science Center:** Overflow parking is available at the Lederman Science Center. There is a path for pedestrians to walk to Wilson Hall from the science center.
- B. Wilson Hall:** Parking is available on the west side of Wilson Hall. Please be mindful of the various signage in the lot.
- C. IERC:** Overflow parking is available in the lot adjacent to the IERC building.



Above is an example of parking signs seen at Fermilab.

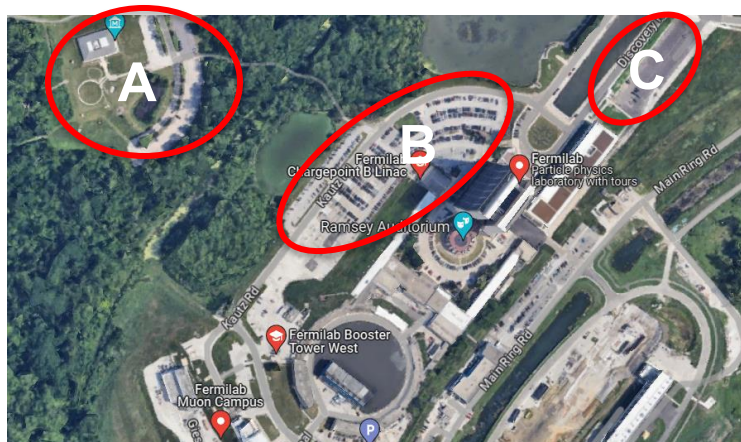
Parking areas requiring escort



★ = Requires escort

■ = Entrances

As a business visitor, you will need to be escorted in the starred lots. Public control gates denote these areas.



Areas to park near Wilson Hall are circled in red.

Parking signs

Please adhere to the parking signs while onsite. Below are examples of parking signs you will find at Fermilab.

- **Carpool:** Parking is available for those with more than one person in their vehicle.
- **Charging stations:** Charging stations are available for those with electric vehicles.
- **Expectant mothers:** There are parking spaces available close to Wilson Hall for expectant mothers.
- **Handicap:** Handicap spaces are available at all parking lots around campus.
- **2-hour parking:** Parking in these spots cannot exceed more than 2 hours.

Fermilab Badging Office parking

At the Fermilab Badging Office at Pine St., parking is available in the lot adjacent to the building.



Plenty of parking is available at the Fermilab Badging Office.

Security Operations Center (SOC)

Visitors may engage with the Security Operations Center (SOC) for various reasons as listed on this page.

What is the Security Operations Center (SOC)?

The Security Operations Center (SOC) is the central communication center for reporting emergencies and non-emergencies. It is also the resource hub for handling security-related needs. The SOC is located on the ground floor of Wilson Hall. The map at the end of this guide will detail its location for your reference.



When do I contact the SOC?

- Reporting emergencies or non-emergency incidents
- Reporting lost keys or badges
- Returning a badge
- Obtaining a parking pass
- Arranging long-term parking
- Site or building access assistance
- Lockouts: residential or building
- Arranging access for commercial drivers such as Uber or Lyft.

Fermilab's Security Operations Center (SOC) is located on the ground floor of Wilson Hall.

How to contact the SOC



Phone:

- Emergency: 630-840-3131
- Non-emergency: 630-840-3414

Save these numbers to your contacts.

Email: access@fnal.gov

Location: ground floor of Wilson Hall (area between the West and East elevators)



Inside the SOC, the emergency dispatchers work diligently to coordinate responses to reported incidents at the lab.

Reporting emergencies and incidents

In the event of an emergency, prompt engagement with the SOC is crucial. The SOC serves as the liaison between various emergency response teams.

The SOC will coordinate an appropriate response, which may include first responders (911), if necessary, and FNAL emergency personnel and guide them to the correct location.

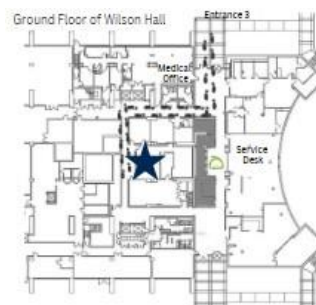
When calling, be prepared to answer the following:

1. Location of the emergency (building/room/street/intersection)
2. Nature or type of emergency
3. Your name and call back number

Reporting cybersecurity incidents

Report cybersecurity incidents (potential issues that could cause breach of the Fermilab network) in the following ways.

- **Urgent:** Submit a ServiceNow ticket or call the Service Desk at 630-840-2345.
- **Non-urgent:** Email cybersecurity@fnal.gov.



When entering from Entrance 3 on the ground floor of Wilson Hall, follow the footsteps on the map provided to find the SOC.

Emergency preparedness

Remain vigilant of the following processes so you are prepared in the event of an emergency while onsite.

Emergency preparedness

Emergency preparedness at Fermilab encompasses severe weather, fire emergencies, and notifications & alarms. The Emergency Services team plays a pivotal role in ensuring the well-being of our personnel and security of our particle physics lab.



The Fermilab Fire Department has an active presence at the lab and keeps its visitors and employees safe.

Severe weather emergencies

Inclement weather can impact lab operations, particularly during severe conditions.

In the event of a tornado, an emergency notification tone will sound through our system. It's crucial to familiarize yourself with the location of the nearest tornado shelter upon your arrival at the lab. Ask your point of contact for this information.

For severe weather notifications, Fermilab will utilize the Sitewide Emergency Warning System (SEWS). Learn more on the emergency notifications and alarms page in this guide.



In Illinois, one will experience weather that can range from bitter cold in the winter, extreme heat in the summer, and threats of tornadoes or severe thunderstorms in between.



Fire emergencies

The Fermilab campus is equipped with a dedicated fire department, strategically positioned at Site 38. The Fire Department is known for its rapid response to emergencies 24/7.

Beyond their responsive role, the firefighters proactively implement fire prevention measures, provide crucial safety education, and conduct regular fire, tornado, and evacuation drills on campus.

To report a fire emergency, dial 630-840-3131 immediately.

Emergency notifications and alarms

Be aware of various emergency notifications and alarms while onsite.

Emergency Notifications

Fermilab employs a Sitewide Emergency Warning System (SEWS) to alert the Fermilab population. This activation will be triggered in the event of a severe weather emergency or any other situation impacting the laboratory. Critical instructions and real-time updates related to severe weather, sheltering protocols during incidents, or emergency scenarios will be communicated through SEWS. The system undergoes testing every first Tuesday of the month at 10 a.m. Fermilab-badged personnel receive notifications via Everbridge, the emergency notification system.

Location	Emergency	Sound	Actions
Indoors	Fire	Steady alarm	Exit building and meet at designated assembly point.
Indoors	Tornado	Voice instructions	Go to designated shelter area.
Indoors	Hazardous atmosphere*	Whooper alarm	Evacuate the area.
Indoors	Other Emergency	Voice instructions	Follow the voice instructions.
Outdoors	Tornado	Steady siren	Go to nearest building shelter area.
Outdoors	National emergency	Warbling siren	Go to designated shelter area.

The chart above provides an outline of the different alarm sounds, what they signify, and next actions.

*Includes ODH and radiation.

More information

Over the years, our campus has faced a variety of situations. In emergencies, our integrated team of emergency workers responds swiftly and effectively.

With expertise ranging from emergency plane landings to local fire response, we're equipped with extensive training to handle any situation that may arise on our 6,800-acre campus.

Thanks to the efforts of the Fermilab Emergency Management team, the lab and its personnel are equipped and prepared for various emergency incidents.



Fermilab Firefighters respond quickly to alarms and emergencies across campus.

Alarms

Familiarize yourself with the alarms in your work area and on other sites. Refer to the table on this page to recognize the specific sound and corresponding actions to take when an emergency is activated.

Please follow the instructions communicated through the alarm during an emergency.



The Fermilab Firefighters are ready in any emergency situation.

Emergency response

Fermilab prioritizes the well-being of all individuals within our facility especially in times of emergencies.

Evacuation

In the event of a fire or other related hazard alarm, evacuate the building and meet at the building designated assembly area.



Emergency response personnel are prepared to act in emergency situations.

Lockdown



In active shooter situations, the SWAT team will be employed to address the threat.

To lockdown, get behind a lockable door if possible and stay away from exterior doors and windows. If there is not a lockable door or office available, hide to the best of your ability.



The Fermilab Fire Department is dispatched by the SOC to address potential threats and emergency incidents.

Active shooter

In the face of an active shooter situation, your primary focus should be the following crucial actions: run, hide, or fight. Take decisive measures to ensure your safety and swiftly relocation to a secure location. Your actions are the key barrier between yourself and potential danger.

- **Run:** If there is a clear and accessible path for evacuation, choose to run. Make your way directly to the nearest exit, ensuring your hands are raised and empty as you exit the building.
- **Hide:** If running away safely is not an option, seek refuge in a secure location, preferably behind a lockable door. Scan your surroundings for sharp or heavy objects that could be used to defend against the attacker. Collaborate with those nearby to ensure you are not alone in facing the threat.
- **Fight:** As a final recourse, employ whatever measures are necessary to secure your safety.



Signs and postings

Follow all signage found onsite in parking lots, on buildings, and indoors.

Fermilab markers

During your visit to Fermilab, you may come across signs and placards detailing entry conditions for various facilities. Please take note of these, read them upon entry, and follow any listed instructions or warnings.

Our priority is to maintain a safe and secure environment, and these indicators are designed to inform your decisions and facilitate entry.

- **Entry signs** - Identify common entry signs for lab personnel and escorted individuals prior to entering a building or space.
- **Lab entry conditions** - During your visit, look out for signs detailing entry conditions into different facilities. Please ensure you have the necessary personal protective equipment to proceed.
- **Understanding hazard signs** - Signs may visually represent exposure to physical, chemical, and radiological hazards
- **Safety assurance** - Areas marked as hazard zones pose no risk to visitors who follow posted requirements and restrictions.
- **Qualification queries** - If you have questions about entering a specific area, consult the building manager or department listed on the sign, or your point of contact.
- **Navigation signs** - Numerous signs are prominently displayed across the site indicating restricted public access and directional guidance to various locations. Refer to the site map if you require assistance navigating the premise.



Entry sign found at the security gate that includes prohibited item information and conditions of entry.



Lab entry conditions sign that signifies required personal protective equipment.



Hazard zone sign that must be adhered to while onsite.



Access roles

To navigate the access process from beginning to end, dedicated individuals are available to assist you.

Point of contact

This individual plays a crucial role in verifying and approving business reasons and activities linked to access. They also assist in orienting you to the lab, providing directions, and offering support as needed.

Site access coordinator

This individual delivers swift, direct support for access, and offers proactive and affiliation-specific expertise in completing access forms. They also streamline questions and issues to the Global Services and Security departments.

Host (assigned to non-U.S. citizens only)

Hosts are required to be assigned to non-U.S. citizens per DOE. Hosts are responsible for the activities associated with non-U.S. citizen access to Fermilab and its information and technologies. They must also possess the technical competency to understand their assigned non-U.S. citizen's activities at the lab. If you are assigned a host, you must contact them with any information that would affect your status in the U.S., such as interactions with law officials in the U.S. or a change in U.S. immigration status.

Escort

Escorts are trained individuals who are accountable for the daily activities of a visitor for the duration of a planned visit. Non-badged personnel, such as business visitors, are required to be escorted by Fermi-badged personnel in non-public areas.

Global Services department



The Global Services department consists of the Campus Access, Event Coordinator, Foreign National Access Program (FNAP), Visa, and Personnel Security offices. They are responsible for processing access requests and issuing badges. If you have any questions for the offices, please refer to their contact information at <https://get-connected.fnal.gov/contact/>

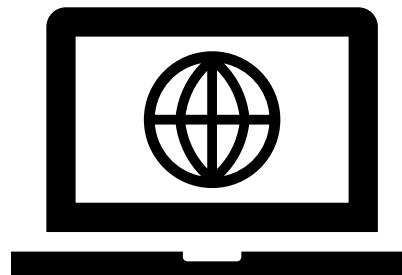


Numerous individuals are available to help you navigate the access process and can provide guidance during your visit.



What are the differences in the access roles?

- All worker types have a **point of contact** who knows *specific* information of the individual's visit.
- **Site access coordinators** are knowledgeable of the access process and can provide *general* information on what to expect and how to fill out access forms.
- **Hosts** are assigned to *non-U.S. citizens only*.
- **Escorts** are required for non-badged personnel in *non-public areas*.



For more information on access-related information, please visit the Get-Connected website: <https://get-connected.fnal.gov/>

Hours and phone numbers

Refer to this page for helpful contact information, resources, and campus hours.

Hours

Fermilab Badging Office (FBO)

7:30 a.m. - 4:00 p.m. Monday - Friday
Pine Street entrance

Wilson Hall

7 a.m. - 5 p.m. Monday - Friday

Fresh Seasons Café

7 a.m. - 1:30 p.m. Monday - Friday
Wilson Hall atrium

Concentra Medical Office

7 a.m. - 3:30 p.m. Monday - Friday
Wilson Hall ground floor

Abri Credit Union

8:30 a.m. - 4:30 p.m. Monday - Friday
Wilson Hall ground floor

Lederman Science Center

9 a.m. - 5 p.m. Monday - Friday
Closed Saturdays, Sundays and Fermilab holidays

Phone numbers

In the event of an emergency

630-840-3131

Campus Access office

630-840-3111

Security Operations Center (SOC)

630-840-3414

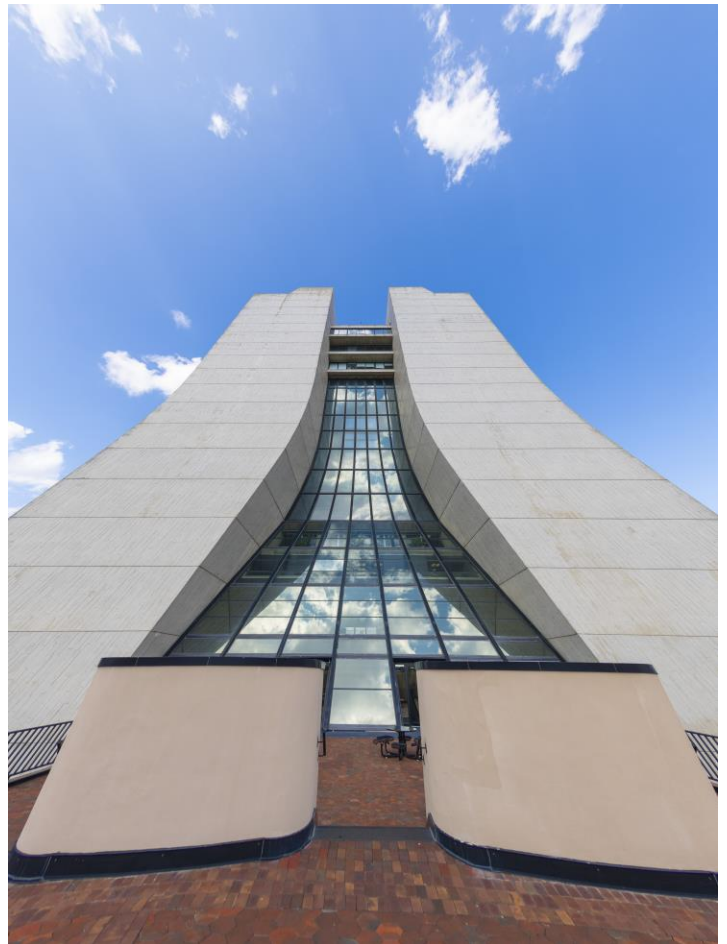
Service Desk

630-840-2345

Shuttle and taxi service

630-840-4225

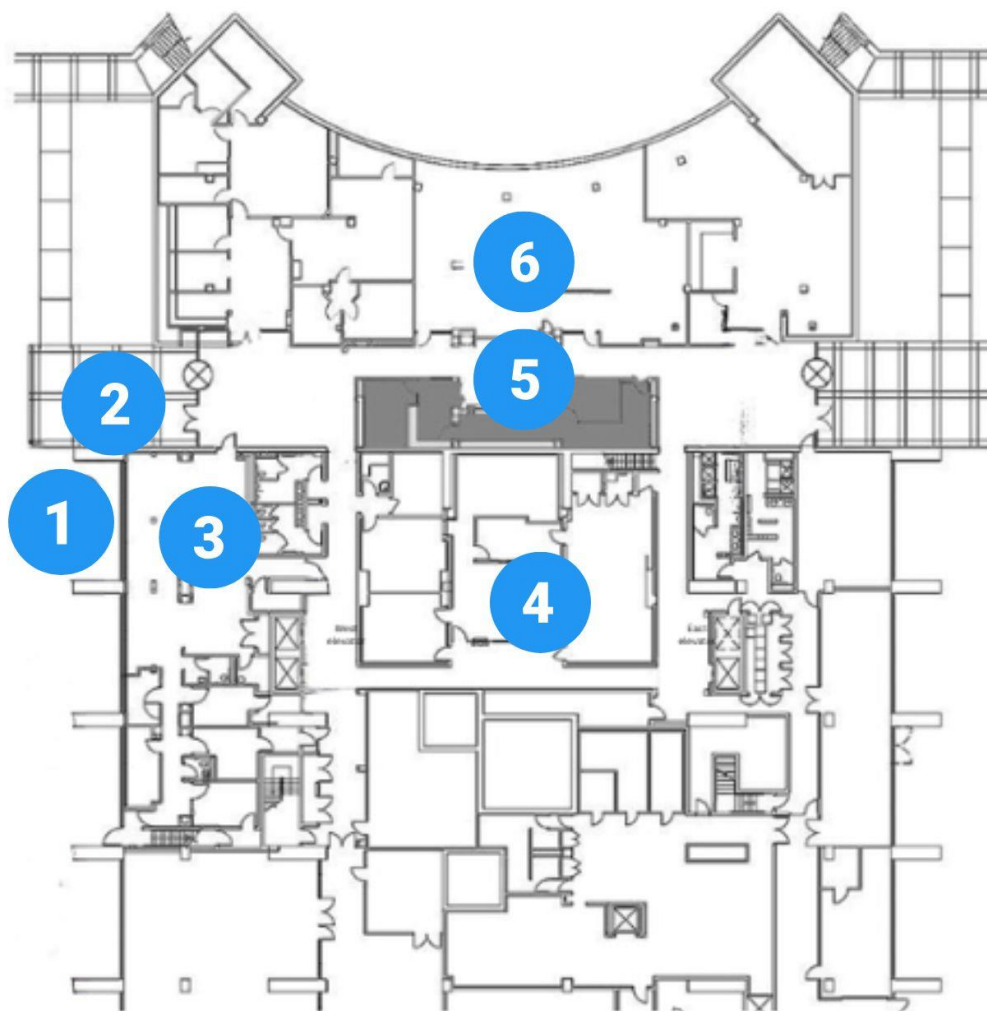
630-840-3132



Wilson Hall ground floor map

Below are commonly visited areas in Wilson Hall.

Ground floor of Wilson Hall



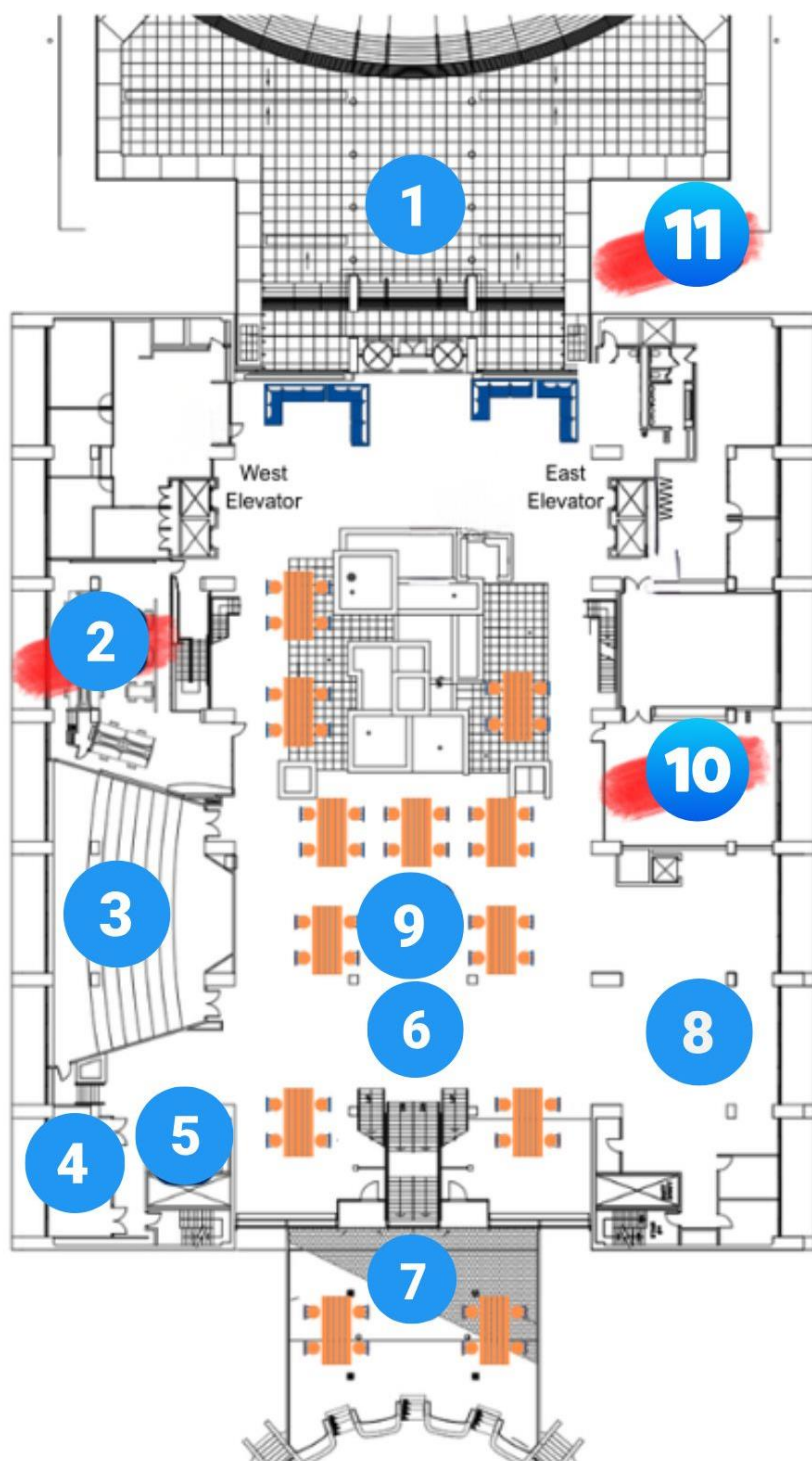
Map Key

- 1. Bike rack
- 2. Entrance 3
- 3. Concentra Medical Office
- 4. Security Operations Center (SOC)
- 5. Abri Credit Union
- 6. Service Desk

Wilson Hall atrium map

As a business visitor, you may access the following non-public areas at Wilson Hall unescorted.

Atrium at Wilson Hall



Map Key

1. Front entry
2. Remote Operations Center
3. One West (WH1W)
4. Vending machines
5. Public bathrooms
6. Stairway
 - ↑ a. Crossover/art gallery
 - ↓ b. Ramsey Auditorium
7. Outdoor seating area
8. Fresh Seasons Cafe
9. Atrium seating area
10. CMS Remote Operations
11. Crossover to IERC

Seating Area



Couch



No public access



Thank you!

Your cooperation in Fermilab's security policies helps to maintain a secure environment for ideas to thrive.



Enjoy your visit

Thank you for coming to Fermilab and for contributing to its mission in your capacity.

Your contribution to the overall safety and security of the site and its personnel is essential. Please adhere to all security measures discussed in this guide.

We encourage you to refer to this guide as you navigate the site during your visit.

If you have any security inquiries during your visit, please reach out to your point of contact or the Security and Emergency Management Division at SEMD@fnal.gov.

