

Welcome to Fermilab

America's Particle Physics and Accelerator Laboratory



Security and Emergency Management Site Guide

Accessing the South Dakota site



July 2026



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General information

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

Welcome to Fermilab

At America's particle physics and accelerator laboratory, we are dedicated to advancing our understanding of matter, energy, space, and time. Your presence contributes significantly to this pursuit, and we trust that your time here will be both rewarding and safe.

At the Fermilab South Dakota site, we have employees and collaborators from around the world, each contributing to the international flagship neutrino experiment, Deep Underground Neutrino Experiment (DUNE) at the Long-Baseline Neutrino Facility (LBNF).

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

This guide will provide information on:

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

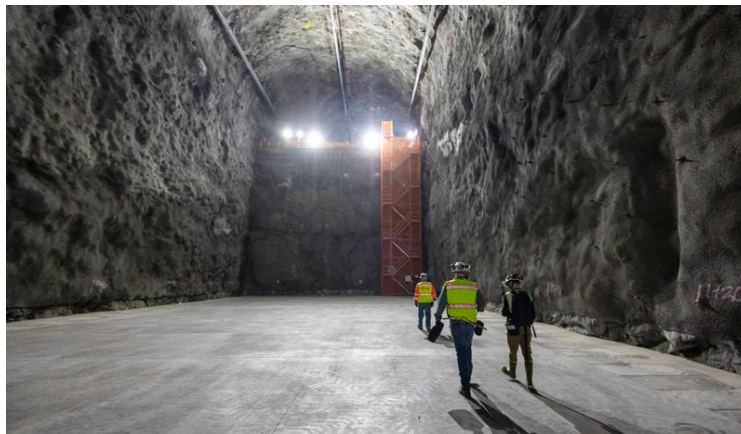


Your participation in security is key



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.



Security and Emergency Management Directorate (SEMD) upholds the lab's security

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

SEMD consists of Emergency Services, Physical Security, Cybersecurity, and Personnel Security. All these divisions 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.

Common acronyms

- **FFDG:** Fermi Forward Discovery Group
- **DUNE:** Deep Underground Neutrino Experiment
- **LBNF** Long Baseline Neutrino Facility
- **SDS:** South Dakota Services
- **SDSTA:** South Dakota Science and Technology Authority
- **SURF:** Sanford Underground Research Facility



Fermilab code of conduct

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

Statement of Fermilab Community Standards

Fermilab's status as a world-class, scientific-research destination and its reputation as an institution of choice requires a community that promotes professionalism, mutual respect, inclusion and that is free from discrimination. Fermilab welcomes a diverse populace with varying backgrounds and experiences including international members. Fermilab expects that all community members commit to the same high standards of ethics and behavior.

The following basic principles apply to all members of the Fermilab community:

1. Build trust and credibility
2. Communicate openly and honestly
3. Respect one another

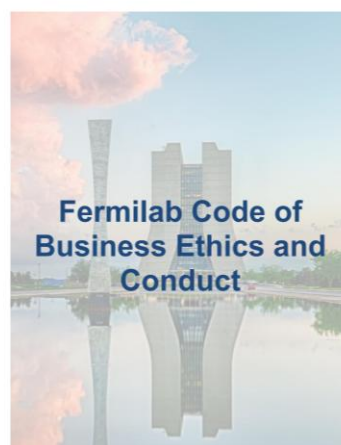
Refer to the Statement of [Fermilab Community Standards](#) for additional information.

Confidentially report any concerns by calling the Fermilab Action Line (630-840-400) or emailing your HR Partner. Reference the "How to Report Concerns or Violations" [webpage](#) for more information.

For employees

The Fermilab Code of Business Ethics and Conduct can be found on the [Fermilab General Counsel webpage](#).

Confidentially report any concerns by calling the Fermilab Action Line (630-840-400) or emailing your HR Partner. Reference the "How to Report Concerns or Violations" [webpage](#) for more information.



FermiFORWARD

(January 2025, Rev. 1
Ltd. Chg. February 2025)

Prohibited items and activities

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

Promoting safety for all

While you have authorized access to the site 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.

We aim to create a secure environment where everyone can work and interact safely and confidently. For further questions and inquiries about prohibited items and activities, please visit the Get-Connected [website](#).



Adhere to the prohibited items and activities list to preserve the site and protect personnel.



The site in South Dakota is sprawling 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, or if you become aware of any prohibited items or activities on-site contact the South Dakota Security for further information: (605) 580-6905

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.
- Trespassing is not allowed.



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

South Dakota spaces and maps

Utilize the maps and resources below for a seamless navigation around Fermilab.

Because of the nature of collaborative work being done, the South Dakota site is comprised of several area types. Refer to the following maps to understand where the areas are and what each space entails. For greater detailed maps refer to the Addendums at the end of this site guide.

Easement space

The easement space is South Dakota Science and Technology Authority (SDSTA) property allotted to Fermi Forward Discovery Group (FFDG) for the purpose to complete activities necessary for site preparation, material, equipment and construction and installation associated with the LBNF/DUNE Project. Ensure you always carry your Sanford Underground Research Facility (SURF) badge on SURF property. Although SDSTA owns and operates the space, the presence of FFDG implies responsibility in the safety and security of the space. While on SDSTA property we must abide by SDSTA standards. Refer to the [SURF ESH Manual](#) for more information.

DOE-leased space

DOE-leased space is property which the DOE and SDSTA have entered into a lease agreement. DOE leases areas that house LBNF facilities from SDSTA; These areas are operated by FFDG under Maintenance and Operations (M&O) contract to DOE. DOE orders, FFDG policies and procedures, and federal and state laws apply to these spaces.

FFDG-leased space

FFDG-leased space is property which Fermi Forward and a third-party lessee have entered into a lease agreement. The following are applicable in these spaces:

- DOE orders
- FFDG policies and procedures
- State laws
- Local ordinances

South Dakota Services Office - 206 Ellison Ct.

Lofts Office – 420 W. Main St.

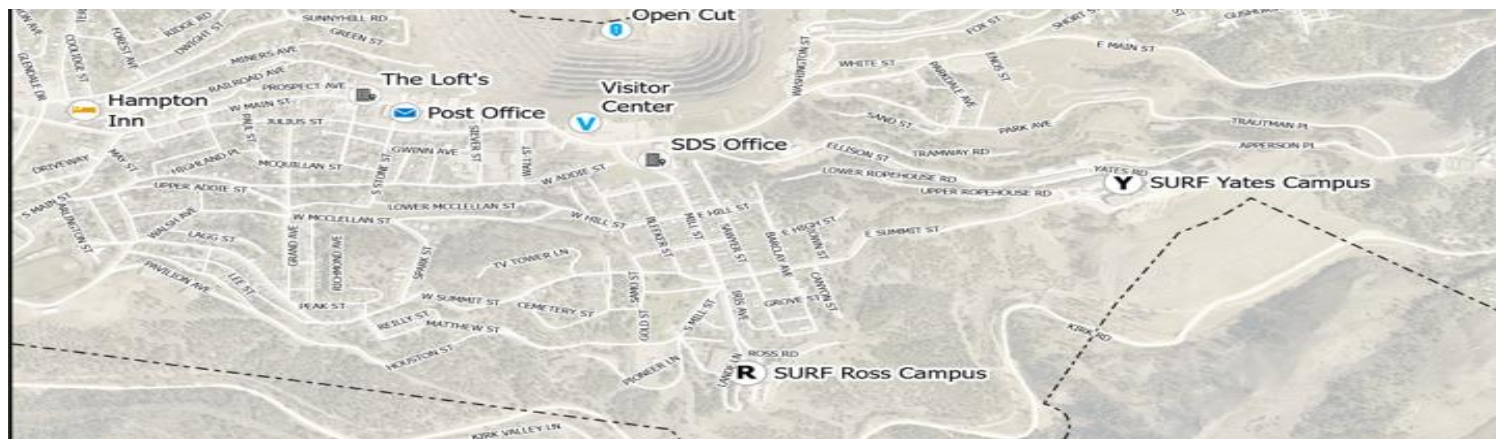


**Ross
Yard map**

4850L map



The map below conveys the unique and vast South Dakota campus which is comprised of several area types.



Navigating arrival procedures

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

1) Prior to arrival (if you are new to Fermilab)

If you are new to Fermilab (or do not currently hold an active Fermilab Badge) please follow steps 2-5, you must schedule your badge appointment and complete all required training. For more information, please visit the SD Access Website: <https://get-connected.fnal.gov/south-dakota-campus-access/>

2) Arrival to the South Dakota Services Office

Before you can be onsite or in any Fermilab building, you must first stop at the South Dakota Services (SDS) Office. The address is 206 Ellison Court, Lead, SD 57754. Here you will be processed for and receive your badge.

3) At your badging appointment (only needed if you do not already have an active Fermilab Badge)

Come to your scheduled appointment on time. Appointments will be serviced in the order they are scheduled. After parking, enter through the front doors of the SDS Office. This door is secure, so please ring the bell for entry. Once inside, you will be greeted by someone from South Dakota Services. Please follow their instructions. Ensure you have all necessary documents. Hard copies are required for badge issuance.

4) Badge issuance

Ensure you have your necessary documents readily available to present. For a complete list of documents required, please find the list at <https://get-connected.fnal.gov/documents/>.

Following processing, your picture will be taken, and your Fermi-ID badge will be printed and issued to you.

5) The rest of your first day onsite

If it is your first time onsite, after you receive your badge, you will go through safety training. If you will be working on Sanford Underground Research Facility (SURF) property either on the surface or underground, you will also receive a SURF badge. Both safety training and SURF badging will be coordinated by your Fermilab Point of Contact, please reach out to them with questions.

Examples of badges



Above are examples of the users/affiliates badge (left) and the subcontractor badge (right) that are issued by the Personnel Security Division.



The Personnel Security Division is ready to issue your badge at the South Dakota Services Office: 206 Ellison Court, Lead, SD 57754

1) Prior to arrival (if you are already Fermilab Badged)

If you possess an active Fermilab Badge, your badge will work in South Dakota (if you filled out the SD onsite form).

2) If this is your first time in South Dakota

If it is your first time onsite in SD, you will go through safety training. If you will be working on Sanford Underground Research Facility (SURF) property either on the surface or underground, you will also receive a SURF badge. Both safety training and SURF badging will be coordinated by your Fermilab Point of Contact, please reach out to them with questions.

Subcontractors with large equipment and vehicles

If it is icy out, chains are required to reach the SURF campus. Please make sure you have a set available. The City of Lead fines those who are found in violation.



The different Fermilab South Dakota sites are dispersed within the city of Lead, not on a single campus. Please take care when traveling between them.

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/>.



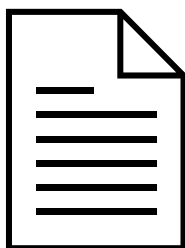
List of required documents:

- 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.



REAL ID
Gold Star
Designation

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.

- Website: www.i94chi@cbp.dhs.gov

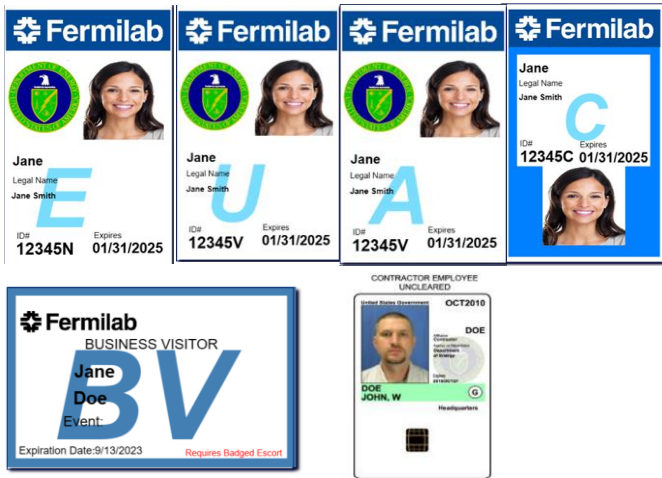
You must contact the CBP to get the document fixed. The Personnel Security divisions is unable to contact them on your behalf. There is a possibility that you may not be allowed onsite until you've contacted CBP to correct the I-94.

Badge requirements

Wearing a badge is mandatory for identification and authorized access to the facility.

Displaying your badge

Wearing a badge serves as a visual indicator of one's authorized access to the site. Your badge grants you entrance to specific areas across the site. Given the ongoing and diverse array of threats faced by government facilities, strict adherence to security protocols, including the consistent display of badges, is essential.



Pictured above is an example of an employee, user, affiliate, contractor, and business visitor Fermi ID badge and HSPD-12 badge.

All Fermilab personnel (employees, contractors, users/affiliates, and business visitors) must prominently display their Fermilab-issued ID and/or HSPD-12 badge on the front of their body, positioned below the neck and above the waist. You must also always carry your SURF badge while on SURF property. Subcontractors who are restricted to SURF Underground are exempt from badge display requirements but are required to always have their badges with them.

Fermilab badges should be worn only while on site. When you are not on site, your badge should be securely stored out of sight. Additionally, badges should be removed when being photographed.

HSPD-12 badge holders have additional responsibilities. Review FAQs and details on the HSPD-12 badge process at the internal webpage: <https://semd-atwork.fnal.gov/hspd-12-badge-process/>

Lost badges

If your badge is lost or stolen, please contact South Dakota Security immediately. Email Sdcardaccess@fnal.gov or call 605-580-6905. If you lose or damage your SURF badge, a \$15 fee will be charged to replace the badge.

Forgotten badges

For forgotten badges, you must visit the Campus Access office to be issued a temporary access card, if available. The full details of lost or forgotten badges is detailed on our website: <https://get-connected.fnal.gov/badges/>

SURF Access Badges

SURF access badges are issued according to the level of training completed and the required area(s) of access. Project managers are responsible for arranging your SURF access badge by filling out a [SURF Access Request Form \(SARF\)](#). Forty-eight hours is required for SURF badges to be produced. Once the badge is no longer required, you must return the badge to the SURF receptionist.

One swipe, one entry

Fermilab has a “one swipe, one entry” requirement, a policy to mitigate unauthorized access to facilities and security spaces where entry is controlled by badge readers. “Piggybacking” or “tailgating” into Fermilab facilities through doors controlled by access readers is not allowed.

Each Fermilab-badged individual entering a Fermilab facility or security area is required to present their badge to a control reader for verification. It is required to swipe before entry into the desired area.

To request card access to buildings, email Sdcardaccess@fnal.gov.

Report all security concerns to South Dakota Security.



Subcontractors who are restricted from SURF Underground are exempt from the badge display requirements but are still required to have their badge on them at all times..

Escorting

Escorting is a requirement for business visitors.

Escorting at Fermilab

FFDG must ensure that access to activities in non-public areas are carefully monitored. Escorting is a requirement per the Policy on Access to Fermilab, DOE Order 142.3C Unclassified Foreign National Access Program, the REAL ID Act, and the Fermilab Site Security Plan. An accepted approach is to require trained escorts for this purpose. There are no public areas on the South Dakota site.



All areas at the South Dakota site are non-public therefore escorting is a requirement for business visitors in all areas of the site.

Escort Responsibilities

Escorts have a set of responsibilities they must uphold while performing their duties.

- Escorts may not escort more than ten visitors at a time.
- Always meet visitors in a designated public space or building entrance.
- Always stay in visual proximity to visitors to ensure there is no unauthorized access during the visit. Deflect inquiries that attempt to seek information outside the scope of the visit. Any suspicious activity must be reported immediately to the SD Security Chief.



Business visitors wear a blue visitor badge. They must be escorted while onsite.



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. Adhering to escorting protocols is vital for ensuring the secure flow of information and ideas.

The role of escorts differs from a guide, which is a safety-related role for those going underground. Refer to the Roles page for more information.



Escorts are trained Fermi-badged individuals.

Training and Policies

Prepare for comprehensive training modules and detailed policies from SEMD.

Training plans

During your initial weeks at Fermilab, you'll be required to complete a series of training modules tailored to your Individual Training Needs Assessment (ITNA). Your manager will curate this assessment, incorporating both mandatory sessions and role-specific courses. Classes are required to be taken at different frequencies throughout your employment at Fermilab. Locate and bookmark [your training plan](#). To uphold safety and emergency preparedness standards at the lab, Security and Emergency Management requires all new employees to participate in several key classes to equip you with essential knowledge and resources for a secure and productive work environment. The following list is not exhaustive and may depend on your specific role.

- **Safeguards and Security Awareness:** This one-time comprehensive module covers Counterintelligence, site access and security requirements, and delineates various processes and roles including different types of visitors. In addition to escort responsibilities, this training outlines site access requirements as well as property management.
- **Safeguards and Security Refresher:** This annual abbreviated version of the Awareness training freshens up employees' knowledge on site and security topics.
- **Workplace Violence and Active Shooter/Active Threat Awareness Training:** This training aims to enhance awareness and understanding of potential workplace violence, as well as how to respond to active shooter or active threat situations effectively.
- **Fermilab Emergency Preparedness Awareness Training:** All site workers are mandated to undertake protective actions during emergencies and receive comprehensive emergency preparedness training, equipping them with necessary skills and knowledge to respond effectively.
- **Protecting Personal Information (PII) at Fermilab:** This module outlines the laboratory's policy regarding the handling of personally identifiable information on computing systems, ensuring compliance and data security.
- **Computer Security Anti-Phishing Training:** Participants will acquire the skills to identify and mitigate phishing attempts encountered in email communications.

Business visitors are exempt from training requirements.



Security trainings are available to ensure that the active workforce is navigating the site safely and securely.

Policies

All official policies are conveniently accessible on our policies website. To facilitate easy reference, we've included some of the critical security policy names here. As policies may undergo periodic updates, we encourage you to visit the site regularly to ensure you're working with the latest versions. Among the policies we'd like to highlight are the following:

- **Policy on Access to Fermilab**
- **Procedure on Access to Fermilab**
- **Policy on Controlled Unclassified Information (CUI)**

Periodically, new and revised policies are communicated to patrons through announcements, newsletters, and email. Find the policies above and many more by visiting <https://policies.fnal.gov>.



The listed training courses are available online.

Guidelines for navigating roadways

Follow these rules to safely navigate the roads.

South Dakota Rules of the Road

Adhering to the [South Dakota Rules of the Road](#) is necessary to maintain a safe environment for drivers, bikers, and pedestrians.

The South Dakota Rules of the Road must be followed by those driving vehicles and riding bicycles. Due to the nature of the site and our stewardship to the City of Lead, please adhere to the following guidelines and be mindful of these distinct occurrences while navigating the South Dakota roadways surrounding the site.



Various wildlife can be seen on site. It is important to drive carefully and anticipate animals darting out into the road at any time.

Vehicles onsite must:

- Watch for children and wildlife darting out from behind cars.
- Be mindful of narrow and steep roads.
- Adhere to the residential speed limit: 20 mph.
- Take note of danger areas such as the blind corner when leaving Yates Gate or going towards Yates Gate from East Summit.

Reporting accidents

In the event of a vehicular accident involving a GSA vehicle, promptly report it by calling South Dakota Security at (605) 580-6905..

Your cooperation ensures a swift response to incidents on involving government vehicles.



Adhere to all speed limit signage throughout the site.

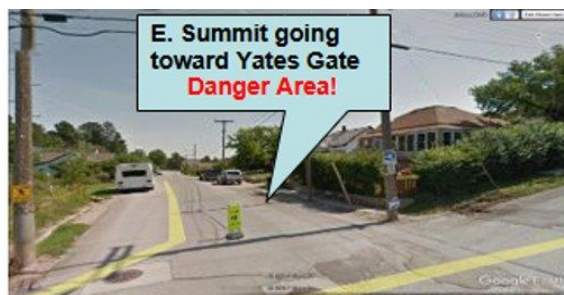


Obey all stop signs, directional signage, and railroad crossings.

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 15 miles per hour at the Yates Campus and 10 miles per hour on the Ross Campus. The speed limit in the City of Lead is 20 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.
- Be vigilant for wildlife on the roadways to ensure a safe journey to your destination.
- Bicyclists and drivers must share the road. Please use caution and patience when encountering each other.
- Please pay attention to one-way and parking signage.



Be cautious when entering or leaving the Yates Gate.

Responding authorities

Due to the unique landscape, there are varying groups to call in an emergency depending on your location

The impact of the area types and reporting emergencies

At the South Dakota site, there are four different area types to be mindful of: easement, DOE-leased (surface), DOE-leased (underground), and FFDG leased. Refer to the Spaces and Maps page for more information and identification of spaces. Each area has its own responding authority based on the type of incident: low or high.

- Low incidents are policy infractions or signs of tampering and trespassing.
- High incidents are those that are of immediate threat of violence (ex. Workplace violence).

Who to contact and when?

Refer to the South Dakota Spaces and Maps page for definitions of areas.

	Low	High
Easement	SURF Duty Officer	Local Law Enforcement then SURF Duty Officer
DOE-Leased - Surface	FFDG Security	Local Law Enforcement then SURF Duty Officer
DOE-Leased – Underground	FFDG Security	SDSTA
FFDG-leased	FFDG Security	Local law enforcement



Because of the varying leased spaces, responding authorities may differ across the site.

Reporting emergencies and incidents

In the event of an emergency, prompt engagement is crucial. 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

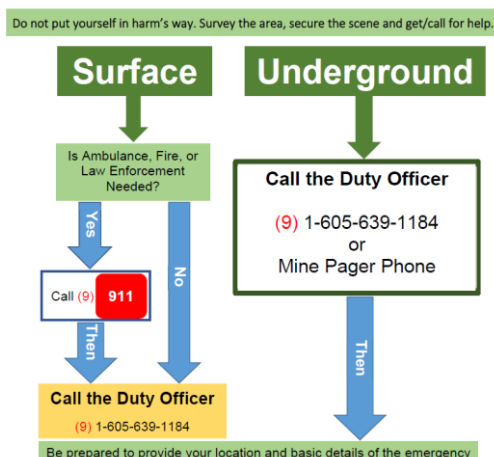
Report cybersecurity incidents (potential issues that could cause breach of the Fermilab network) in the following ways.

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

SDSTA:

- **Underground:** use mine pager phone. These are found throughout the underground and configured to automatically call the SURF Duty officer phone.
- **Surface:** (605) 722-4881

In Case of Emergency



FFDG Security

- **Phone:** (605) 580-6905
 - **Email:** SDCardAccess@fnal.gov
- LLE / Emergency Services: 9-1-1

Emergency preparedness

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

Emergency preparedness

Emergency preparedness in South Dakota encompasses severe weather, fire emergencies, and notifications/alarms. The Emergency Services Division plays a pivotal role in ensuring the well-being of our personnel and security of our leased spaces constituting the SD site.

Who to call in an emergency

In FFDG-Leased call 9-1-1. In DOE-Leased Space Surface call 9-1-1 then the SDSTA Duty Officer at 605-639-1184 if emergency services are required. In DOE-Leased Space Underground call the SDSTA Duty Officer at 605-639-1184 or via the Mine Pager phones. Refer to the Responding Authorities page for more information.

Severe weather emergencies

Inclement weather can impact lab operations, particularly during severe conditions. For severe weather notifications, Fermilab will utilize the Everbridge communication system

In the event of a tornado, an emergency notification tone will sound through the manually operated air horns in buildings and city outdoor siren system. It's crucial to familiarize yourself with the location of the nearest tornado shelter upon your arrival at the lab. Please refer to building evacuation maps or ask your supervisor. Learn more on the Emergency Notifications and Alarms page in this site guide.

Download the Fermilab Mobile App

Safety culture at Fermilab is a high priority. Tools, like the Fermilab Mobile App provides lab personnel with essential information and features to keep you safe.

The Fermilab App is available in the Apple or Android app store on your mobile phone. Search "Fermilab" in your app store to download the app. The app includes features like quick access to the Fermilab directory, site information, and shelter locations.

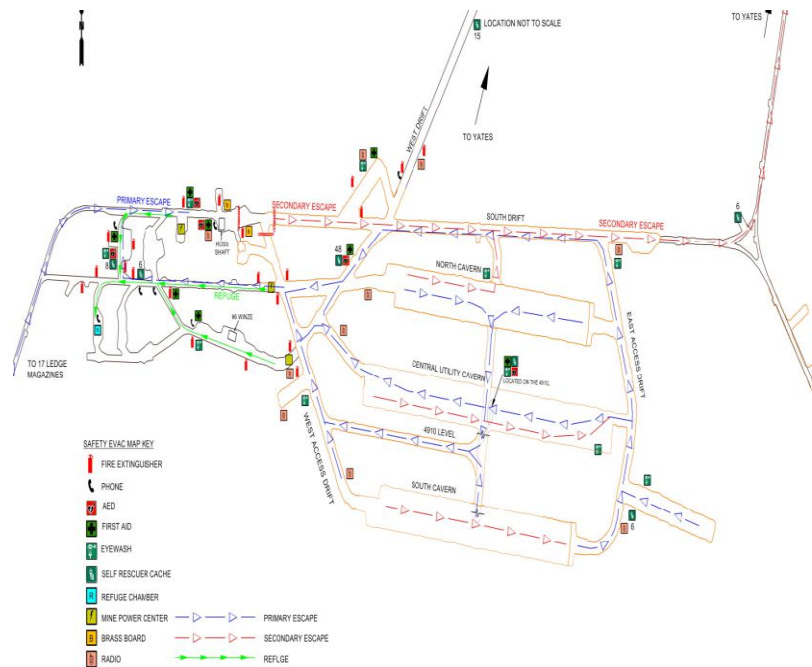
The Fermilab App also includes the Safe Walk feature which offers advanced location sharing, a panic button, and real-life location sharing.



The surrounding Fire Departments have an active presence at the lab during an emergency and keeps its visitors and employees safe.

Fire emergencies

Fermilab has partnered with the City of Lead Fire Department and maintains an established working relationship with them. The local 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.



Emergency notifications and alarms

Be aware of various emergency notifications and alarms while onsite.

Emergency Notifications

Lawrence County, South Dakota, has a system of outdoor warning sirens to alert residents of dangerous weather, such as tornadoes. The sirens are managed by the Lawrence County Emergency Management Department and are primarily designed to warn people outdoors. The sirens are routinely tested to ensure they work properly during emergencies.

Alarms

Familiarize yourself with the alarms in your work area and at all South Dakota locations. 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.



Lead SD Volunteer Firefighters respond quickly to alarms and emergencies across campus.

Location	Emergency	Sound/Notification	Actions
Indoors	Fire	Steady Alarm/Air Horn	Exit building and meet at designated assembly point.
Indoors/Outdoor	Tornado	Steady Siren/Emergency Weather Radio Notification	Go to designated shelter area.
Indoors/Outdoor	Other Emergency	Everbridge Notification	Follow instructions in Everbridge Message

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

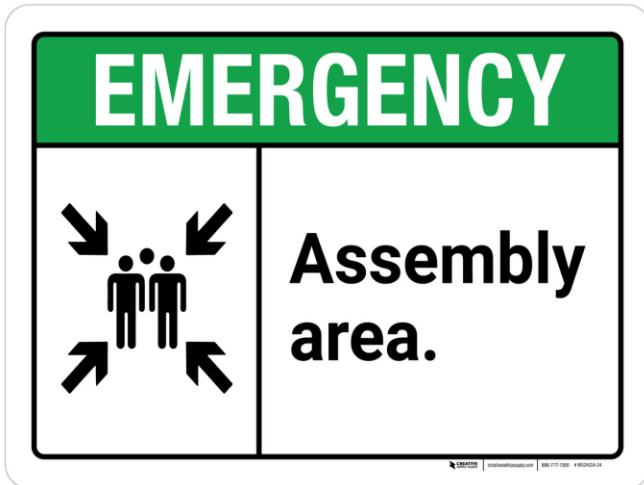


Emergency response

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.



Be aware of signage onsite that indicate assembly areas.

Lockdown

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.



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



The Lead Volunteer Fire Department is dispatched by the 911 center 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 time at 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** - 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 divisions listed on the sign, or your manager.
- **Navigation signs** - Numerous signs are prominently displayed across the site indicating restricted public access and directional guidance to various locations.



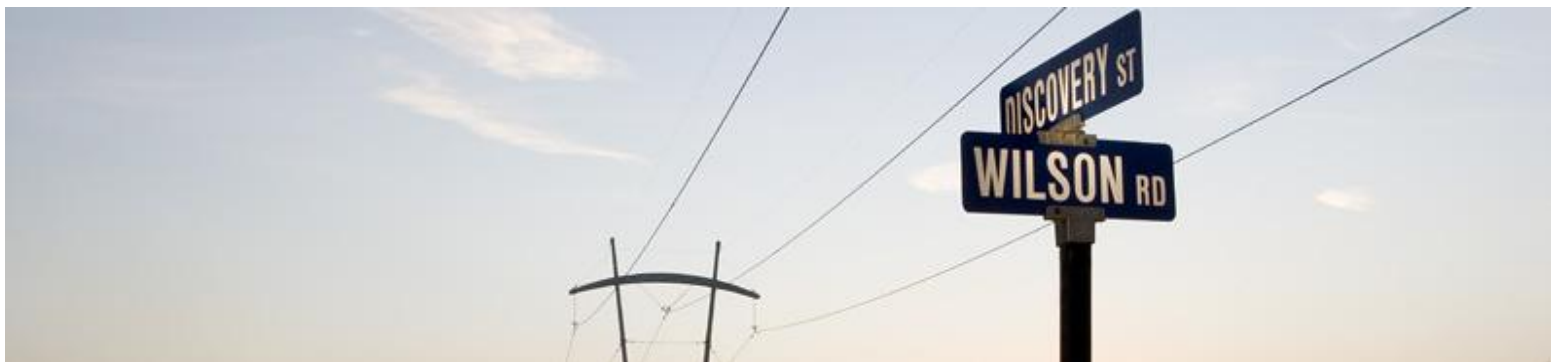
Entry sign that includes prohibited item information and conditions of entry.



Lab entry conditions sign that signifies required personal protective equipment.



Hazard zone sign that must be adhered to while onsite.



Access roles

These role definitions will serve as valuable assets when extending invitations to visitors on campus.

Employee roles in the access process

The lab distinguishes between various categories of visitors based on their purpose and duration of their stay. Individuals attending conferences or working underground will necessitate different forms of access assistance. Below is a list of roles you may assume during your tenure at Fermilab to assist our lab visitors:

- **Point of contact** - This individual plays a crucial role in verifying and approving business reasons and activities linked to access. Points of contact should provide support to their visitors by orienting them 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 Personnel Security and Security divisions. More information can be found on the [Site access coordinator web page](#).
- **Host (assigned to non-U.S. citizens only)** - Hosts are required to be assigned to non-U.S. citizens per DOE. Hosts 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. They also must validate the foreign national security plan for a non-U.S. Citizen. Visit the Foreign National Access Program (FNAP) Office web page (<https://get-connected.fnal.gov/foreign-national-access-program/>) to learn more.
- **Escort** - Escorts are trained individuals who are accountable for the daily activities of a visitor for the duration of a planned visit. Fermilab employees are required to take escort training to successfully navigate the role. Non-badged personnel, such as business visitors, are required to be escorted by Fermi-badged personnel in non-public areas.



All roles are essential to the access process in South Dakota. Understand the differences among them.



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*.

Personnel Security Division

As part of SEMD, the Personnel Security Division consists of the Campus Access, Foreign National Access Program (FNAP), Personnel Security, and Visa Offices. They are responsible for processing access requests and issuing badges. Fermilab employees may collaborate with the Personnel Security Division regarding access-related questions and issues. The team is always open to helping and answering your questions.

To contact the team, visit their Contact page: <https://get-connected.fnal.gov/contact/>



Hours and phone numbers

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

Hours

Campus Access Office

6:30 a.m. – 3 p.m. Monday and Tuesday

7:30 a.m. - 4:00 p.m. Wednesday, Thursday, and Friday

Gate hours

- Ross Dry gate: 24/7
- Yates gate: open 7 a.m. – 4 p.m. (M – F)
- 24-hour Yates gate access can be coordinated with Project Management.

Phone numbers

In the event of an emergency

Refer to Responding Authorities page

Campus Access office

605-722-1541

Security

(605) 580-6905

Service Desk

630-840-2345



Thank you

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



Embracing your participation

Thank you for your invaluable contributions to Fermilab! Our organization brings together a diverse array of scientists, engineers, postdocs, computing professionals, technical support staff, and mission support personnel. Collaboratively, we bring the world together to solve the mysteries of matter, energy, space, and time.

Your participation in the overall safety and security of the site and its personnel is essential. Please adhere to all security measures discussed in this guide during your time at Fermilab.

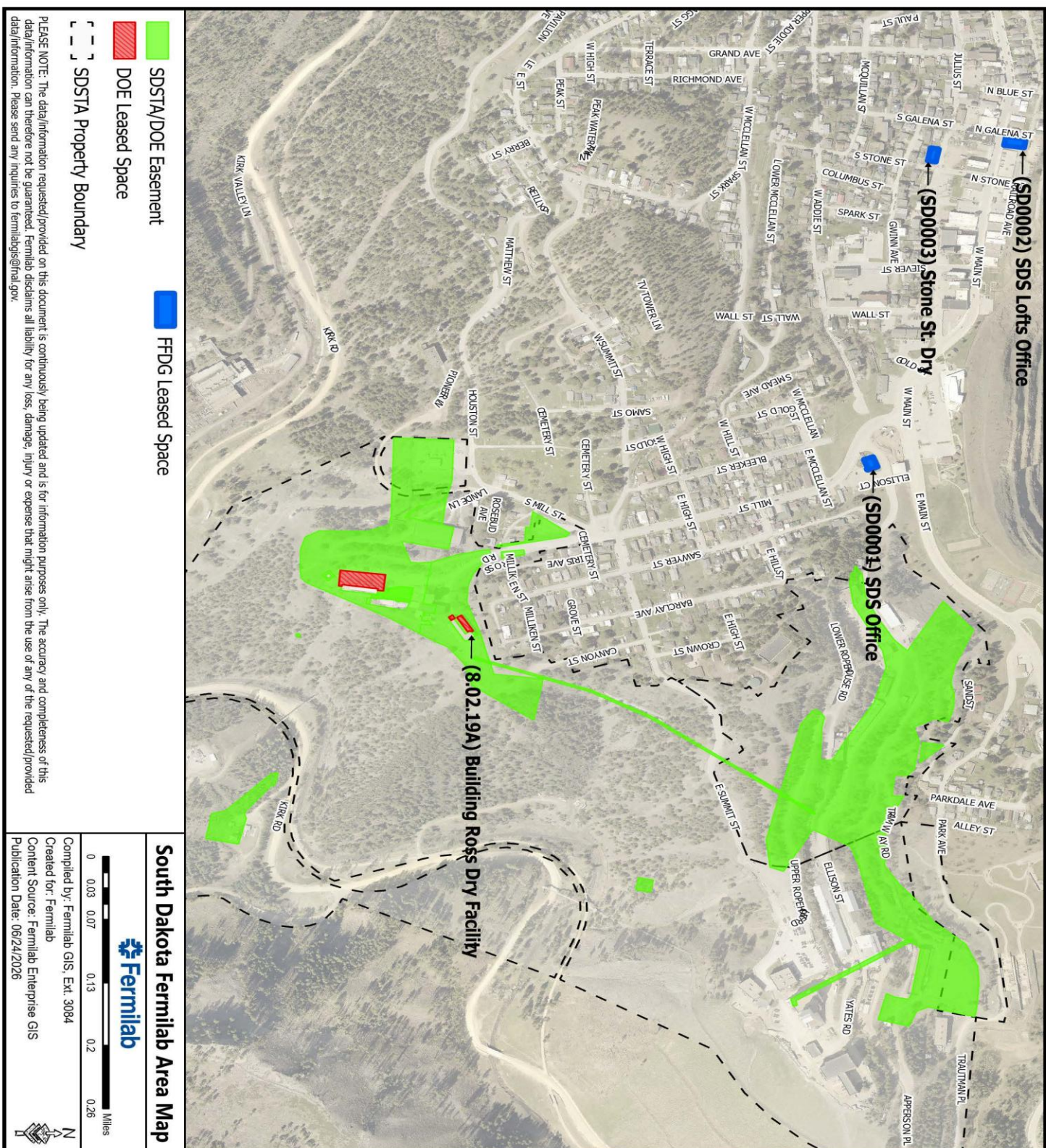
We encourage you to refer to this guide as you navigate the site during your time at Fermilab.

If you have any security inquiries during your visit, please reach out to your manager or the Security and South Dakota SEMD team at SEMD@fnal.gov. Visit the [SEMD website](#) for additional resources (Services log-in required). For SD-specific information, please visit the [SD Security page](#) and email SDCardAccess@fnal.gov.



SEMD
Security and Emergency
Management Directorate

Surface Map



4850L Map

