

# **Security and Emergency Management Site Guide**

For Business Visitors





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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. As you navigate the site, please take in the scenery, history, and unique experience.

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 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



# Security and 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 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 hazardfree 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.



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**

- Illegal drugs and controlled substances
- · Personal alcohol or marijuana
- · Firearms and other dangerous weapons
- Explosives
- 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.



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**

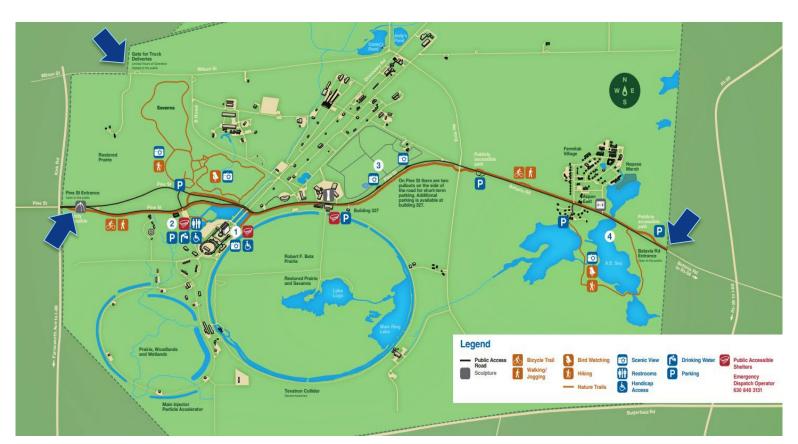
Fermilab's primary entrance is located at the intersection of Kirk Road and Pine Street in Batavia, Illinois, with a secondary entrance on Batavia Road. Patrons with large vehicles or delivery trucks are encouraged to enter at a third entrance on the northern end of the campus on Wilson Street. When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

- Main entrance: <u>Kirk and Pine Street</u>, <u>Batavia IL</u>, 60510
- Batavia entrance: Batavia Road and Continental Drive, Warrenville, IL, 60555
- · Wilson Street for larger vehicles and deliveries: N Kirk Road and E Wilson Street

#### Site map

Download this site map here. For main roads around Fermilab, please visit the main roads around Fermilab map here.

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





Fermilab gate entrances

### **Navigating arrival procedures**

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

#### 1) Security gate entry

Upon approaching the security gate, display your 1) informal invitation letter with QR code and 2) your <u>REAL-ID compliant identification</u>. REAL-ID documentation is mandatory.

After the security gate, you will need to proceed to the Fermilab Welcome and Access Center (FWAC) located at Aspen East in the Fermilab Village. Please follow the directional signage.

#### 2) Global Services check-in

After parking, enter through the back entrance of the FWAC

Once inside, you will be greeted by the Global Services team. Please follow their instructions.

Ensure you have all necessary <u>documents.</u> Hard copies are required.

#### 3) Business visitor 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.



As a business visitor, you will receive a blue business visitor temporary badge.



The Global Services department is ready to issue your badge at the Fermilab Welcome and Access Center (FWAC) at Aspen East.

### Ways to get to the Fermilab Welcome and Access Center (FWAC)

- From the **Batavia entrance**, you will drive 0.6 miles and find the FWAC at Aspen East on the right side of the road. It will take you approximately 2 minutes to arrive at your location.
- From the <u>Kirk & Pine entrance</u>, you will drive 3 miles across campus to the FWAC at Aspen East, located on the far east side of campus. It will take you approximately 9 minutes to arrive at your location.
- From the <u>Wilson Street entrance</u>, you will drive approximately 3 miles to the FWAC at Aspen East.



There will be signage across the site that guides visitors to the Fermilab Welcome and Access Center, like the sign above.



### **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 <a href="https://examples.com/here.">https://examples.com/here.</a>



#### At the security gate:

- Ensure you have your REAL ID-compliant document and QR code when approaching.
- Please present all documents face up when showing them to the guard.
- Your cooperation will aid in a seamless check-in at the gate.

Please be prepared to present all necessary documentation to the security guard at the gate.





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

- As business visitors, 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 <u>website</u> and the CBP <u>website</u>.

#### How to find and correct your I-94

#### Find your I-94

- Access your I-94 at <u>I94 Official Website (dhs.gov)</u>
- You will need to acknowledge the "Terms of Service" and enter your traveler information as it appears on your passport.
- Generate and save the I94. Review to ensure it is accurate.

For more information, visit the Get-Connected website.

#### Correct your I-94

If your I-94 is incorrect or missing from the Customs and Border Protection (CBP), email CBP at <a href="mailto:i94chi@cbp.dhs.gov">i94chi@cbp.dhs.gov</a>. 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 nonpublic areas of the site.



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
- Building 327
- Certain areas in Wilson Hall: ground floor, atrium, 2nd floor crossover, and Ramsey Auditorium
- · Bike, walking paths, and interpretive trails



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 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 <u>Illinois Rules of the Road</u> while onsite is necessary to maintain a safe environment for drivers, bikers, and pedestrians. The 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.



#### 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, Kubodas, and tractors.





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.

#### 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 to call the SOC directly.

Your cooperation ensures a swift response to incidents on campus.



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.

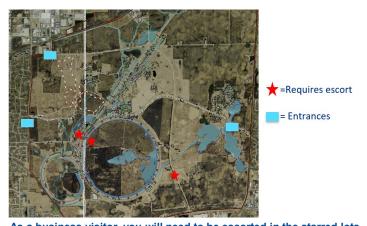
B. Wilson Hall: Parking is available on the west side of Wilson Hall. Please be mindful of the various signage in the

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



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.

#### Areas to park at the Fermilab Welcome and Access Center



At the Fermilab Welcome and Access Center at Aspen East, parking is available in the lot adjacent to the building. Additional parking can also be found at the User's Center (marked by "Frontier Pub" signage).

Circled above are the lots to park in at the Fermilab Welcome and Access Center.

### **Security Operations Center (SOC)**

Employees 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.





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:

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



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

#### How to contact the SOC



#### Phone:

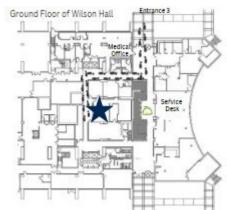
- Emergency: 630-840-3131
- Non-emergency: 630-840-3414

#### Email:

· access@fnal.gov

#### Location:

 Ground floor of Wilson Hall (area between the West and East elevator)



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 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.

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

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



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 or the direction of your point of contact or escort during an emergency.

#### 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.



Emergency landing near east Wilson Street the lab on October 12, 2015

### **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 on committing to one of three 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 <u>site map</u> 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. They also must validate the foreign national security plan for a non-U.S. citizen. 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. As a business visitor, you must be escorted in nonpublic areas. Please review the escorting page in this guide for more information.

#### **Global Services department**



The Global Services department consists of Campus Access, Event Coordinators, Foreign National Access Program (FNAP), Visa, and Housing 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 here.

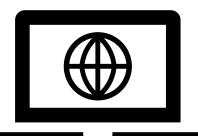


Numerous individuals are available to help you navigate the access process and can provide guidance during your visit.



#### 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 in non-public areas.



For more information on access-related information, please visit the Get-Connected website.

### Hours and phone numbers

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

#### **Hours**

#### Welcome and Access Center (badging)

7:30 a.m. - 4:00 p.m. Monday-Friday Aspen East in the Fermilab Village

#### 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

#### Lederman Science Center

9 a.m. - 5 p.m. Monday-Friday 9 a.m. - 3 p.m. Saturdays Closed Sundays and Fermilab holidays

#### **Phone numbers**

In the event of an emergency

630-840-3131

**Campus Access office** 

630-840-3111

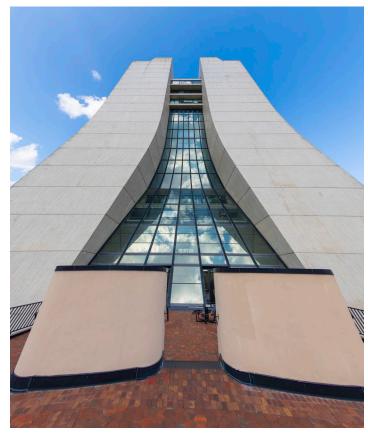
**Security Operations Center (SOC)** 

630-840-3414

Shuttle and taxi service

630-840-4225

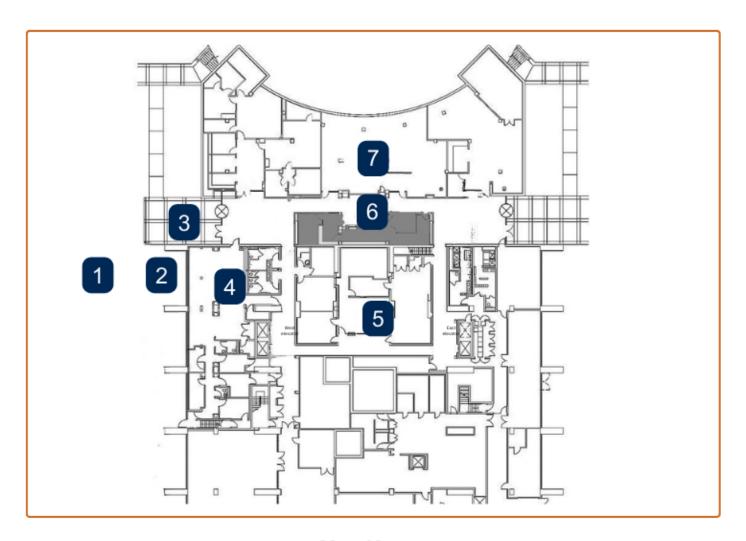




# Wilson Hall ground floor map

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

#### **Gound floor of Wilson Hall**



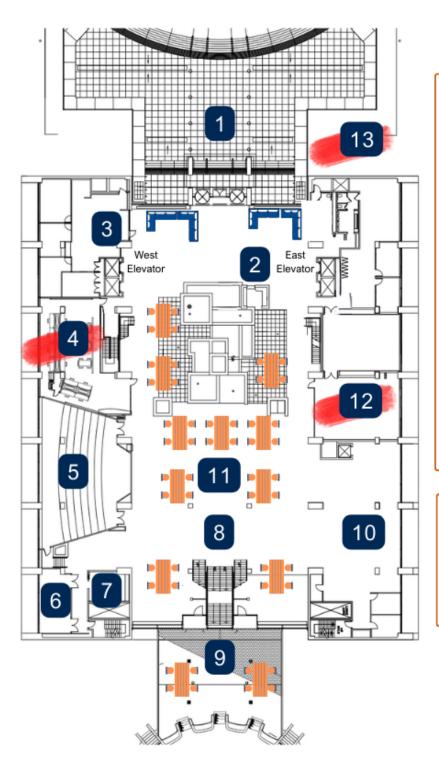
### Map Key

- 1. Shuttle/taxi stop
- 2. Bike racks
- 3. Entrance 3 (west entrance)
- 4. Concentra Medical Office
- 5. Security Operations Center (SOC)
- 6. Abri Credit Union
- 7. 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. Security Help Desk
- 3. Global Services department
- 4. Remote Operations Center
- 5. One West (WH1W)
- 6. Vending machines
- 7. Public bathrooms
- 8. Stairway
  - ↑a. Crossover/art gallery
  - ↓b. Ramsey Auditorium
- 9. Outdoor seating area
- 10. Fresh Seasons Café
- 11. Atrium seating area
- 12. CMS Remote Operations
- 13. 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 Managment Division at <u>SEMD@fnal.gov</u>.





