

# Welcome to Fermilab

America's Particle Physics and Accelerator Laboratory



## 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

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](mailto: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.

## We are one Fermilab

The infographic features 12 interlocking gears of various colors, each containing a principle of the Fermilab code of conduct. The gears are arranged in a cluster, with some overlapping. The principles are: Collaborate, Everyone is worthy of respect, Have courage, Encourage discussion, Encourage others to speak, Be kind, Fresh perspectives lead to innovation, Respect the messenger, Share the air, Own your voice, Own it, mistakes happen, and Genuinely listen.

Confidentially report any concerns by calling the Fermilab Action Line at +1-630-840-4000 or emailing [HRPartners@fnal.gov](mailto:HRPartners@fnal.gov).

# Prohibited items and activities

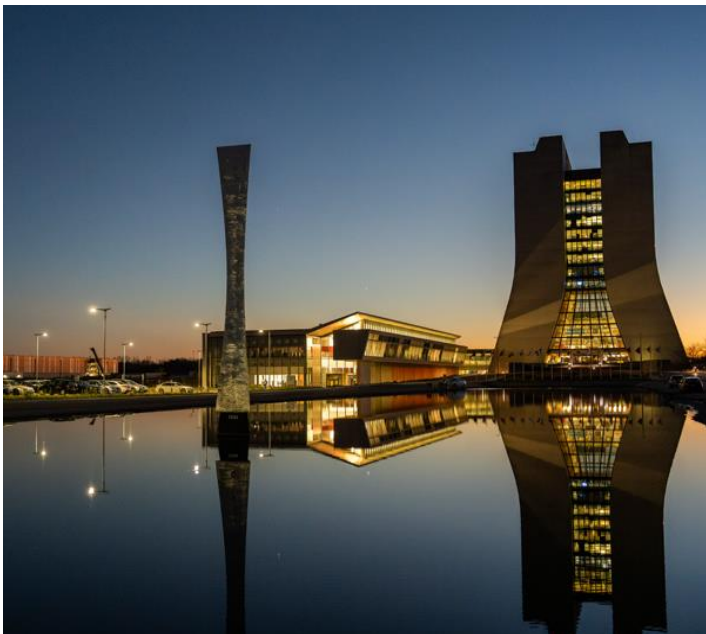
Fermilab prohibits items and activities to maintain a safe environment for employees, workers, and visitors.

## 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 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.



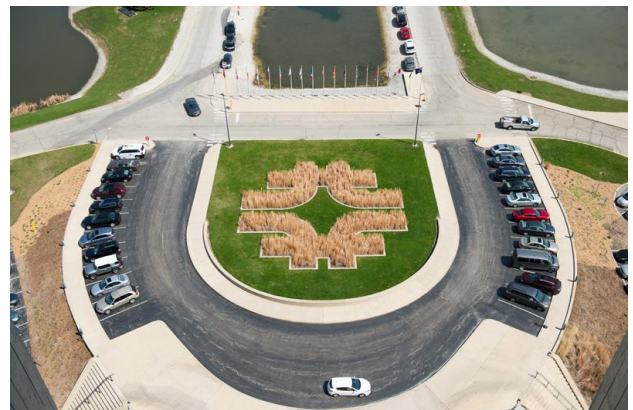
Fermilab's Protective Force (ProForce) has an active presence on the Fermilab campus

## 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 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

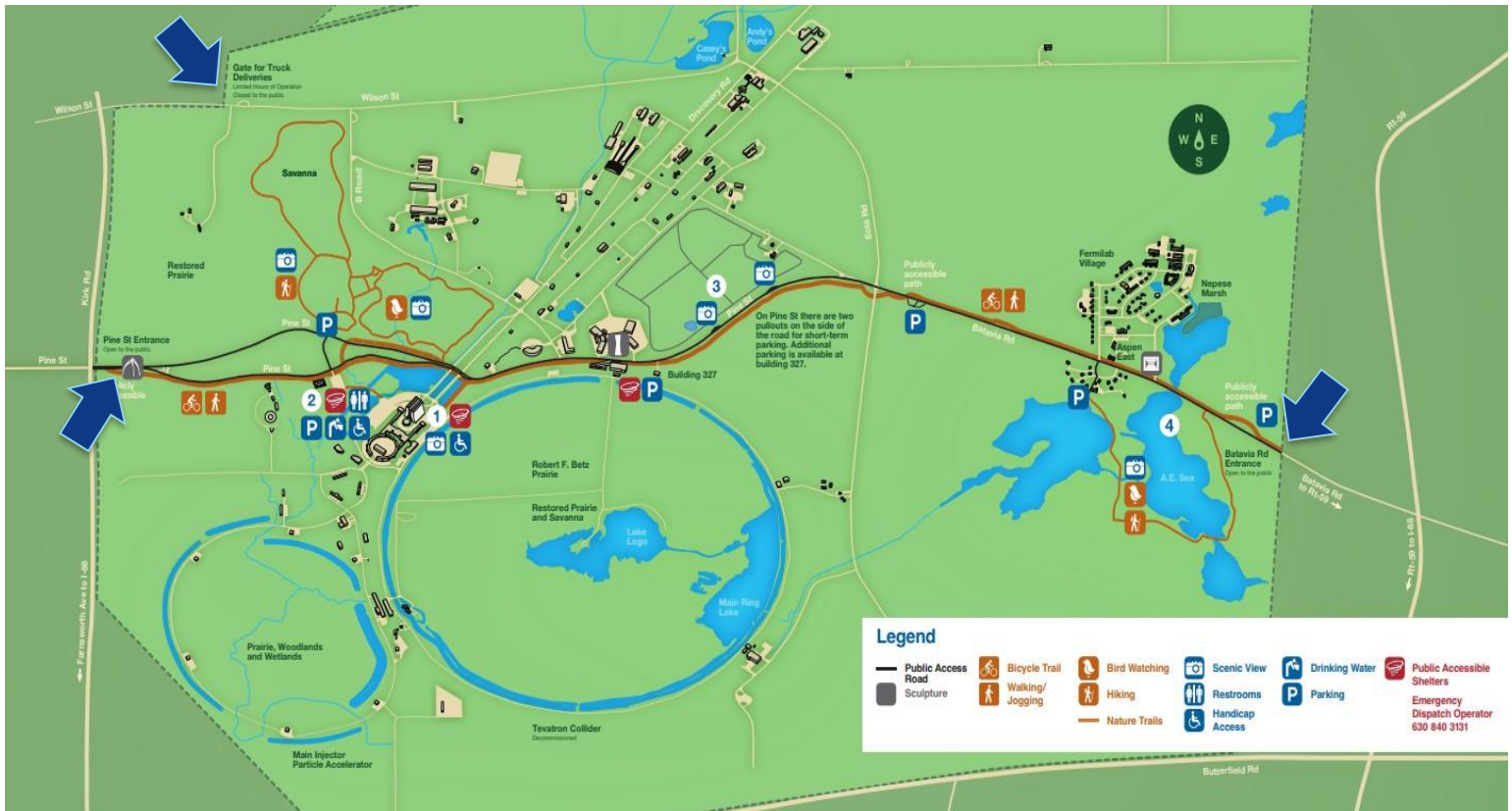
Fermilab's primary entrance is located at the intersection of Kirk Road and Pine Street in Batavia, Illinois, with a secondary entrance on Batavia Road. Patrons with large vehicles or delivery trucks are encouraged to enter at a third entrance on the northern end of the campus on Wilson Street. When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

- Main entrance: [Kirk and Pine Street, Batavia, IL, 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 [REAL-ID compliant identification](#). 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 [documents](#). 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.



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 [Kirk & Pine entrance](#), 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 [Wilson Street entrance](#), you will drive approximately 3 miles to the FWAC at Aspen East.



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



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 [here](#).



### 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.



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 [website](#).

## How to find and correct your I-94

### Find your I-94

1. Access your I-94 at [I94 - Official Website \(dhs.gov\)](#)
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 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 [i94chi@cbp.dhs.gov](mailto: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](http://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 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 [Illinois Rules of the Road](#) 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.



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.



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.



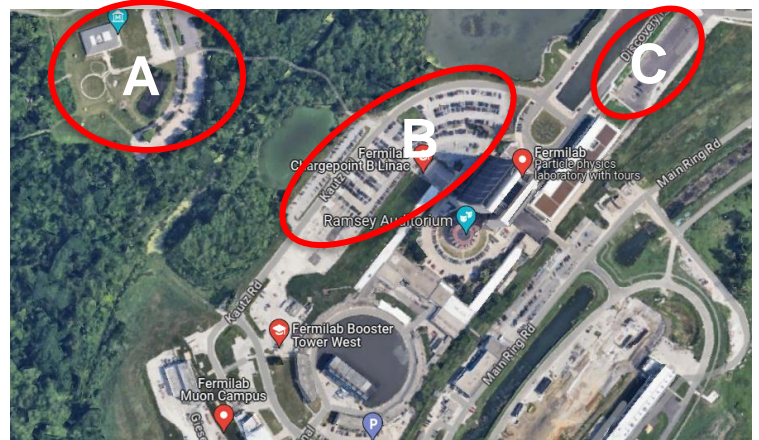
It is important to remain vigilant, especially of trucks and emergency vehicles while onsite.

# 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 lot.
- C. IERC:** Overflow parking is available in the lot adjacent to the IERC building.



Areas to park near Wilson Hall are circled in red.



Above is an example of parking signs seen at Fermilab.

## 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.

## Parking areas requiring escort

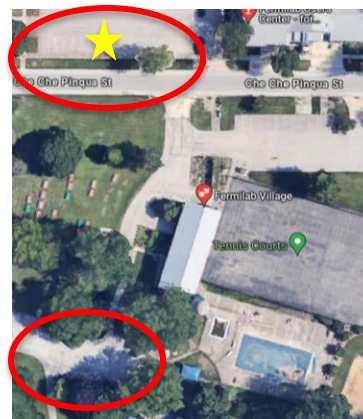


★ = Requires escort

■ = Entrances

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

## Areas to park 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).

The star denotes the overflow parking at the User's Center.

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

# 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 badges
- 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

Email: [access@fnal.gov](mailto: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



# 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.

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



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 [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. 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 non-public areas. Please review the escorting page in this guide for more information.

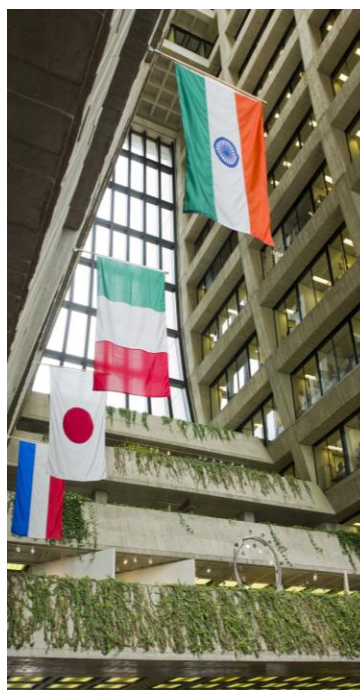
## Global Services department



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](#).

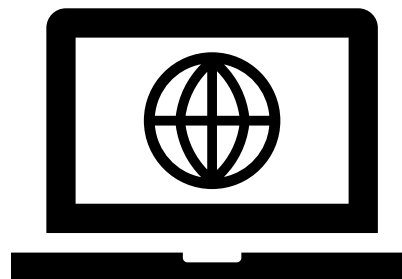


Numerous individuals are available to help you navigate the access process and can provide guidance during your visit.



## 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

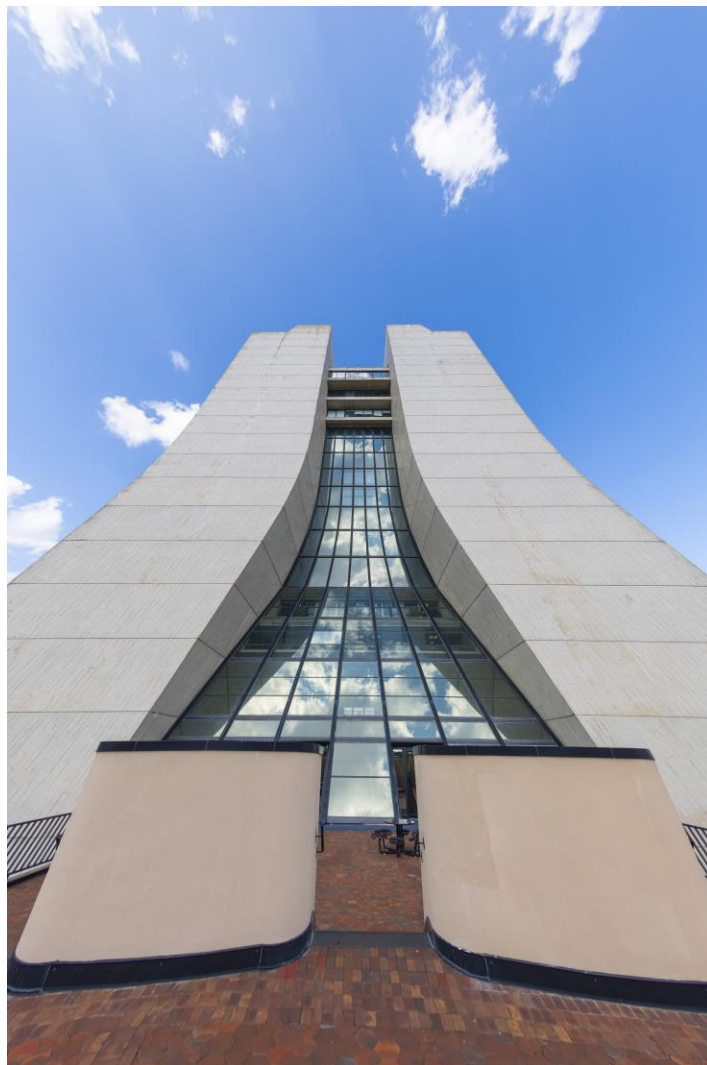
630-840-3111

### Security Operations Center (SOC)

630-840-3414

### Shuttle and taxi service

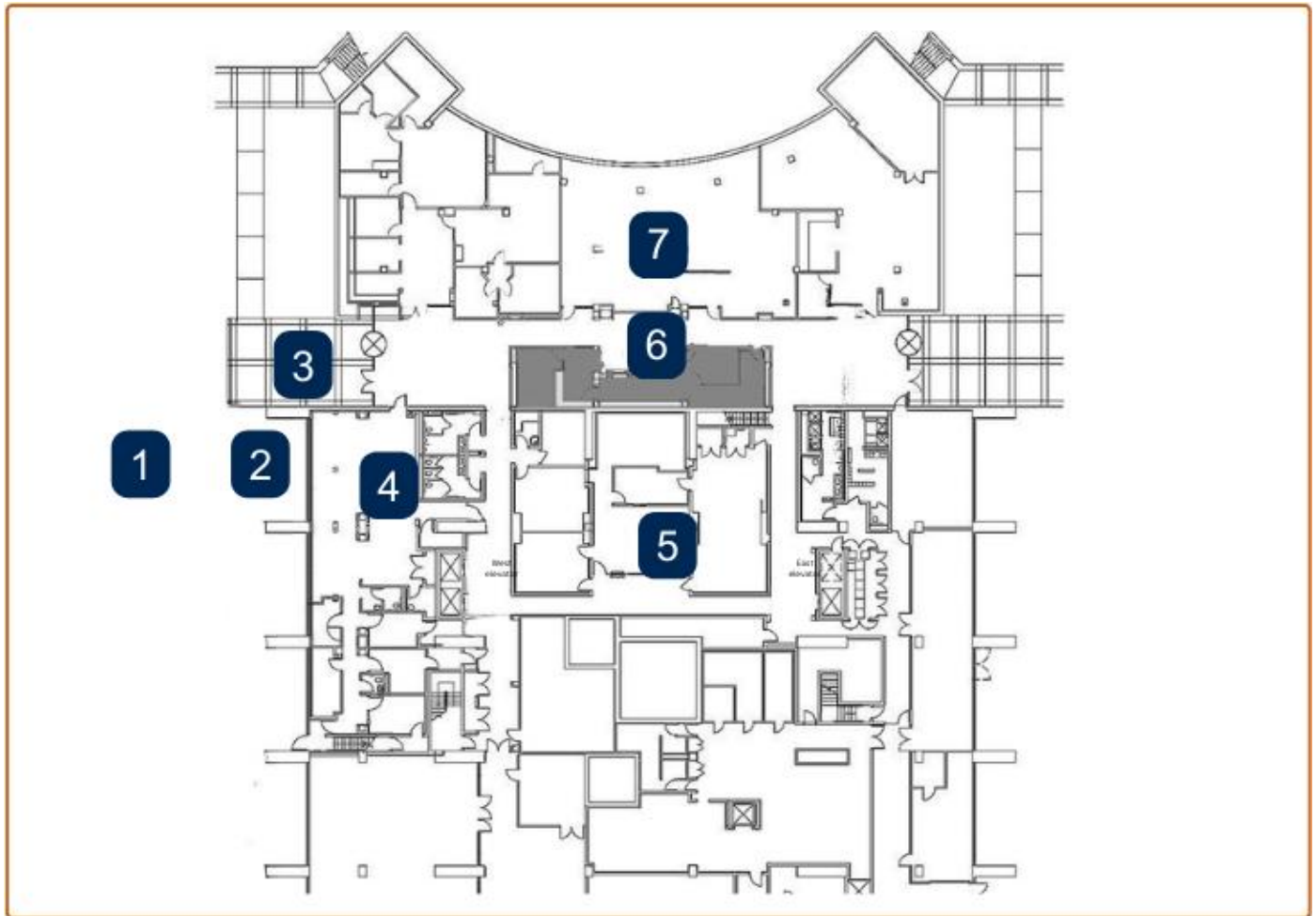
630-840-4225



# Wilson Hall ground floor map

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

## Ground floor of Wilson Hall



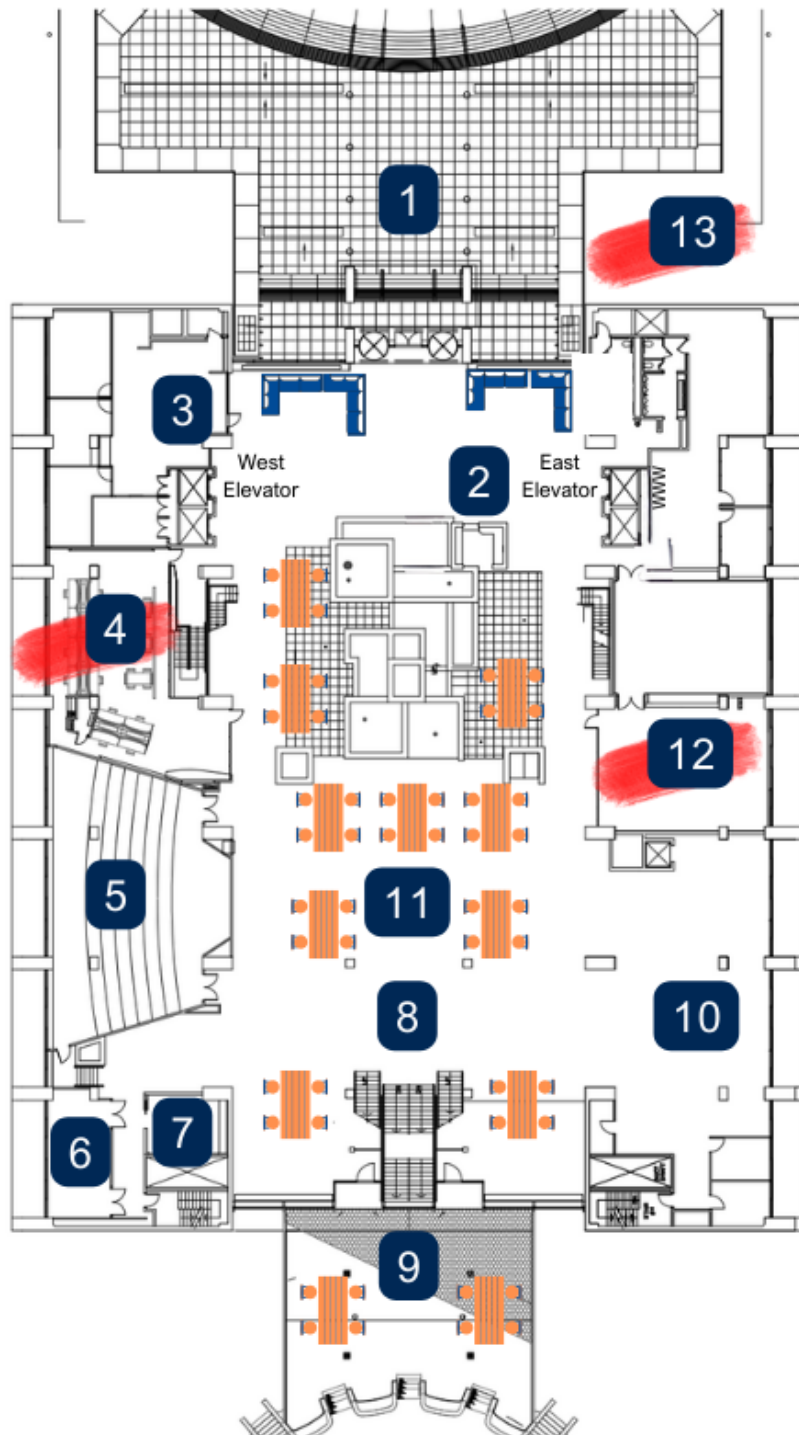
### Map Key

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 Management Division at [SEMD@fnal.gov](mailto:SEMD@fnal.gov).

