

# Welcome to Fermilab

America's Particle Physics and Accelerator Laboratory



## Security and Emergency Management Site Guide

For Employees



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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](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



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.

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



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.



## 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.

# 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 such as sexual harassment training and role-specific courses like radiation training. 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, we require all new employees to participate in several key classes. These courses are designed to equip you with essential knowledge and resources for a secure and productive work environment.

Below are several classes assigned by Security and Emergency Management. This list is not exhaustive and may depend on your specific role.

- **Safeguards and Security Awareness:** This comprehensive session 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.
- **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.



Many classes are held at the Training Center and Building 327.

## 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 Housing**
- **Housing Eligibility Policy**

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>.



Training courses are held in-person at physical locations like Building 327 or the Training Center, or through online courses.




# 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 security clearance, granting access to specific areas within the lab. 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.


**To access floors, a current Fermilab- or DOE-issued badge is required.**



Please scan your badge for entry.

One swipe, one entry.  
Tailgating is not permitted.

Business visitors require escort by badged personnel.



Fermilab

### Please hide or flip badges to backside while:

- Being photographed
- Not on official FNAL business
- Posting on social media
- Not conducting business at Fermilab

## Lost or forgotten badges

If your badge is lost or stolen, please contact the Security Operations Center (SOC) as soon as you can. They will instruct you to fill out an online lost property form, found [here](#) (Services log-in required).

For forgotten badges, you must visit the SOC and will be issued a temporary access card, if available. The full details of lost or forgotten badges is detailed [here](#).



Scan the QR to directly contact the SOC for further assistance.



Badges are essential to creating a secure environment at the lab.

## 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. Any individual who does not have approved unescorted access to the space must be escorted. When entering an elevator or stairwell, each person must swipe their badge once. The card reader is located on one side of the elevator, and it is essential to swipe before selecting the desired floor number.

Common signs such as the one to the left will indicate what kind of badge is required for entry.



# 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.

Be mindful of all the distinct occurrences that may occur given the diverse activities taking place across Campus, such as over-sized vehicles and equipment transportation or yielding to wildlife near the roads.



### 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.

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

## 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.



Obey all stop signs, directional signage, and railroad crossings. Note one-way signs.

## 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 and patience when encountering each other.
- Please pay attention to one-way and parking signage.



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

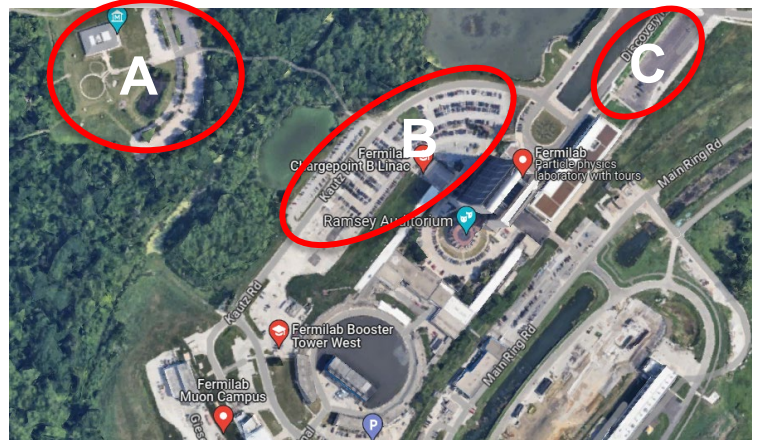


# Parking

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

## Areas to park near Wilson Hall

- **Lederman Science Center (A):** Overflow parking is available at the Lederman Science Center. There is a path for pedestrians to follow to Wilson Hall from the Science Center.
- **Wilson Hall parking lot (B):** Parking is available on the west side of Wilson Hall. Please be mindful of the various signage in the lot.
- **IERC (C):** 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 found 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.
- **Restricted Parking:** Current Fermi Vehicle Sticker required. Vehicle stickers can be picked up from the SOC.

## Long-term parking

There are two options for long-term parking for an extended use. Satellite parking caters to business travelers and offers parking for up to two weeks. Alternatively, long-term parking is available for durations of up to 12 months. The issued hang tag must be displayed in the vehicle and valid only in the designated parking areas.

Please obtain a Long-Term parking permit from the Security Operations Center (SOC). Here are parking details:

- **Satellite Parking (up to 2 weeks):** located at HAB, CDF, D-Zero, SiDet or Lederman Science Center.
- **Long Term Parking (up to 12 months):** located between Blackhawk and Shabbona Streets in the Village.

## 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).

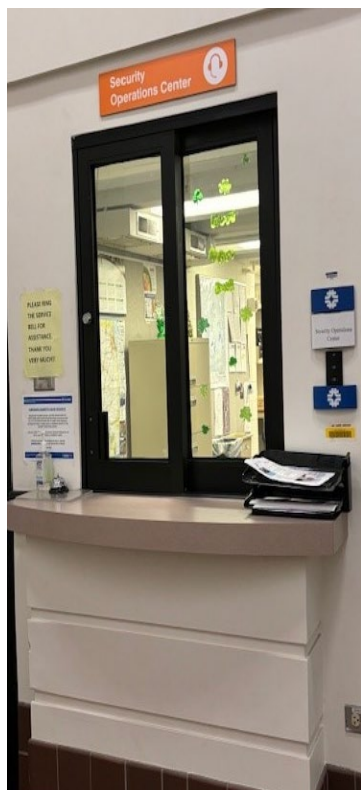
Circled above are the lots to park in at the Fermilab Welcome and Access Center.

# 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.

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

## How to contact the SOC



### Phone:

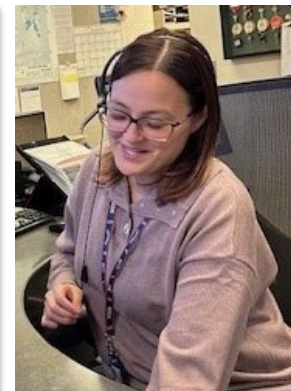
- Emergency: 630-840-3131
- Non-emergency: 630-840-3414

### Email:

- [access@fnal.gov](mailto:access@fnal.gov)

### Location:

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



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

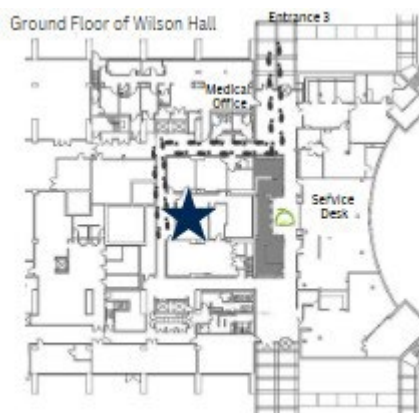
## Reporting emergencies and incidents

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



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. Refer to the [GIS locations](#) for further information (Services log-in required).

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



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



## Fire emergencies

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

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

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



# Emergency notifications and alarms

Be aware of various emergency notifications and alarms while onsite.

## Emergency Notifications

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

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

\*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.



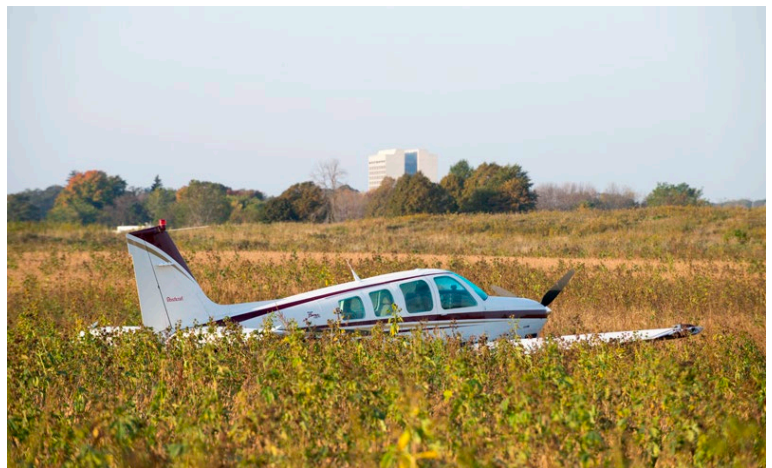
Fermilab Firefighters respond quickly to alarms and emergencies across campus.

## 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.

Understanding these systems ensures prompt and appropriate response in an event of an emergency. Your awareness and preparedness are essential elements in maintaining a secure and productive environment for all.

Please follow the instructions communicated through the alarm 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. Additional support and rapid response may be dispatched for prompt mitigation.



Emergency response personnel are prepared to act in emergency situations.

## 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 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 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 department 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. Refer to the [site map](#) if you require assistance navigating the premise.



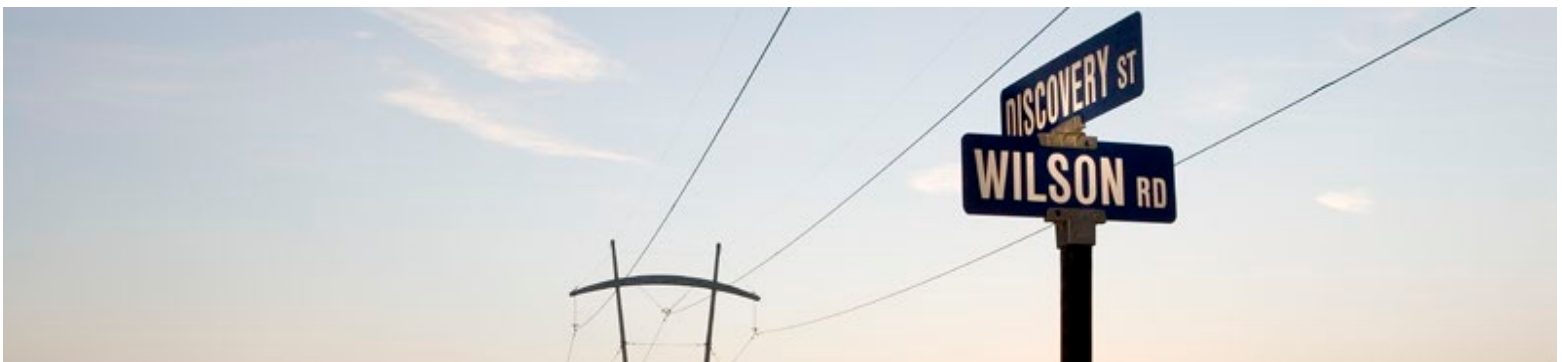
Entry sign found at the security gate that includes prohibited item information and conditions of entry.



Lab entry conditions sign that signifies required personal protective equipment.



Hazard zone sign that must be adhered to while onsite.





# Access roles

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 on the beam will necessitate different forms of access assistance. Security and Emergency Management (SEMD) provides support for the distinct roles that we, as employees, may take on to aid our visitors in safely and securely navigating our site. 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 Global Services and Security departments. 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. They also must validate the foreign national security plan for a non-U.S. Citizen. Visit the [Host web page](#) 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.



Our Global Services Department is located at Aspen East (above) and Wilson Hall (below). They work diligently to support all Fermilab visitors.



## 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*.

## Global Services Department

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

To contact the team, visit the [Who we are page](#).

# 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

### Abri Credit Union

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

### Lederman Science Center

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

### Housing office

630-840-2548

### Security Operations Center (SOC)

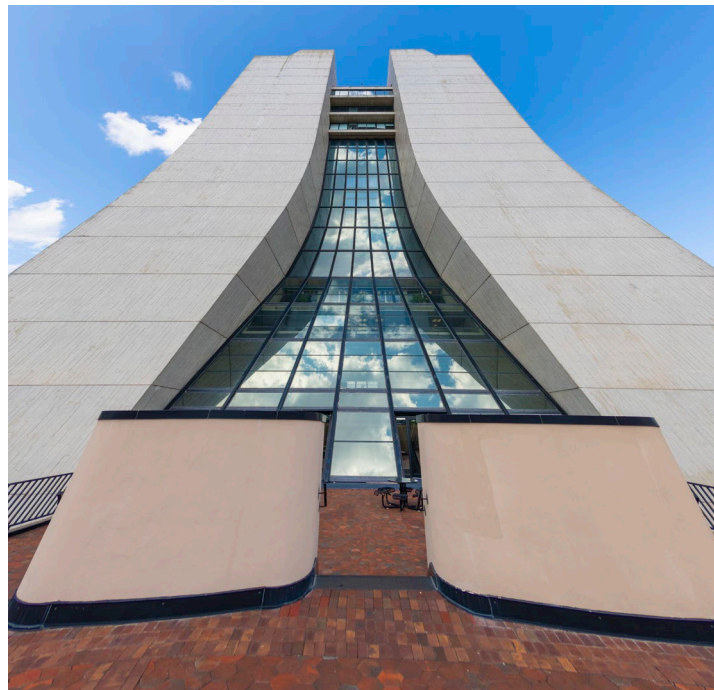
630-840-3414

### Service Desk

630-840-2345

### Shuttle and taxi service

630-840-4225





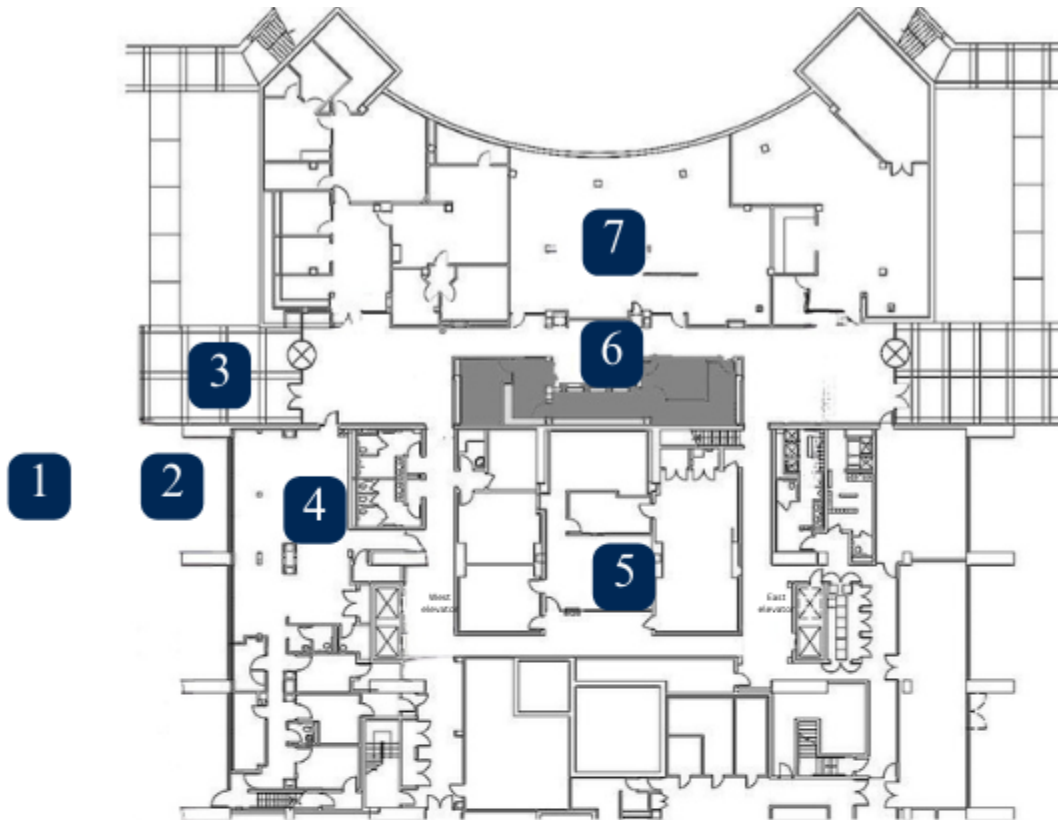




# Wilson Hall ground floor map

Below are commonly visited areas in Wilson Hall.

## Ground floor of Wilson Hall



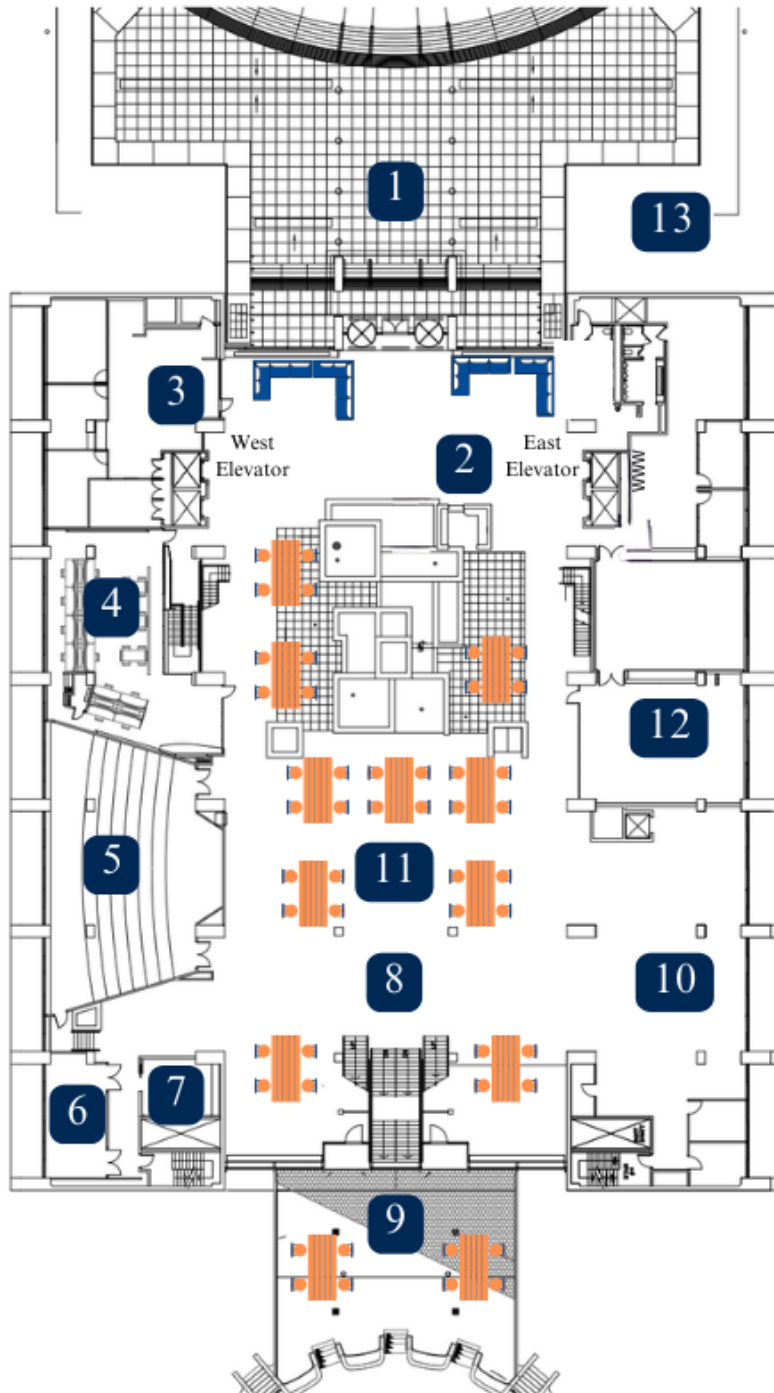
### Map Key

1. Shuttle/taxi stop
2. Bike racks
3. Entrance 3 (west entrance)
4. Conentra Medical Office
5. Security Operations Center (SOC)
6. Abri Credit Union
7. Service Desk

# Wilson Hall atrium map

Below are commonly visited areas in Wilson Hall.

## 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



# Thank you

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



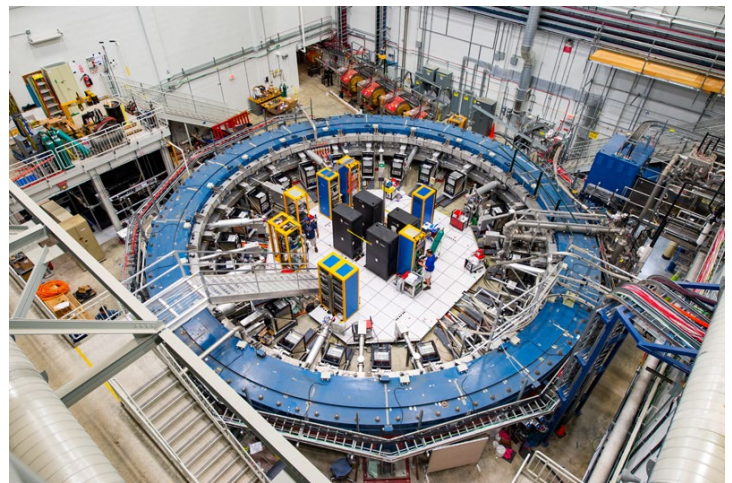
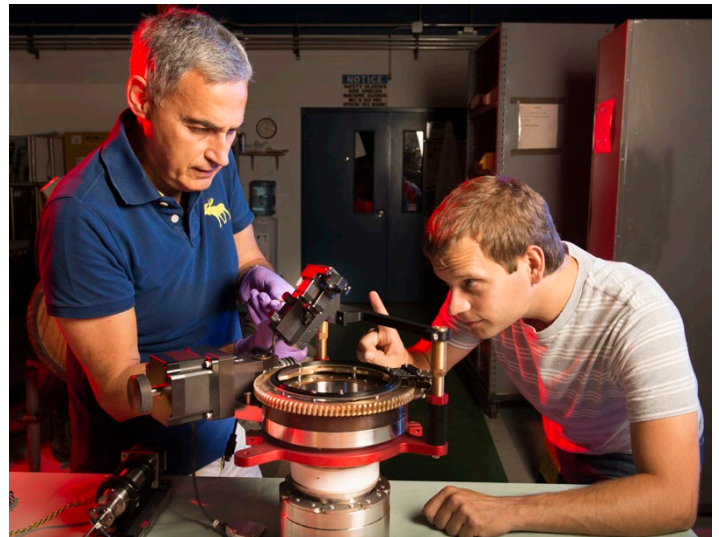
## Embracing your participation

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. Please consider refraining from printing this guide, as we strive to prioritize sustainability in all aspects of our operations.

If you have any security inquiries during your visit, please reach out to your manager or the Security and Emergency Management Division at [SEMD@fnal.gov](mailto:SEMD@fnal.gov). Visit the [SEMD website](#) for additional resources (Services log-in required).



# SEMD

Security and Emergency  
Management Division