

## **SEMD-SD-EO-303-Security and Emergency Response**

### **1. Purpose**

The purpose of this procedure is to provide instructions and guidance for Security personnel who provide emergency response functions.

### **2. Scope**

This procedure applies to all Security personnel responding to various emergency situations and to all Security Operations Center Emergency Operators/Dispatchers charged with the duties of dispatching Security personnel.

### **3. Applicability**

This policy applies to all uniformed members of the Fermilab Security Department, full-time and part-time employed by Fermi Research Alliance (FRA) for Security Services.

### **4. Effective Date and Date Reviewed/Updated**

This policy went into effect on October 9, 1996 and its update was effective on February 1, 2024.

### **5. Policy**

A safe, quick, and efficient response to emergency situations by Fermilab Security is essential. This type of response helps to mitigate safety and security concerns to Fermilab property, its employees, users, and visitors.

#### **Security Emergency Responses:**

##### **a. Notification of Emergencies**

1. Security Officers shall be notified by the Security Operations Center Emergency Operators/Dispatchers, via radio, of the emergency.

2. The Senior Security Department Official, Shift Lieutenant and appropriate Beat Officers shall acknowledge the security emergency via radio.
3. In the event the Security Operations Center Emergency Operators/Dispatchers fail to receive all appropriate acknowledgments from Security personnel, the Senior Security Department Official shall be immediately contacted via telephone or cellular phone.

#### **b. General Security Personnel Response**

1. The Beat Officer assigned to the area of the emergency shall respond to the scene of the emergency, notify the Security Operations Center Emergency Operator/Dispatcher of their arrival and position relative to the area of emergency. Any pertinent observations made by the Officer shall be communicated to the Security Operations Center Emergency Operator/Dispatcher.
2. The Shift Lieutenant shall direct the deployment of Security Officers. The Lieutenant shall ensure that there is an adequate number of Officers to safely control the scene.
3. The Fermilab Security Supervisor, if not on the scene, should respond if requested by the Shift Lieutenant or Fire Battalion Chief.

#### **c. General Security Vehicle Response**

1. Security Officers shall respond to all emergencies as quickly and safely as possible, observing Rules of the Road and Site speed limits.
2. Unless directed otherwise, Security Officers enroute to an emergency scene shall use their vehicles' overhead emergency lights and siren.
3. Security Officers shall respond to an emergency at a safe rate of speed watching for obstacles, which may jeopardize the safety of persons or property. Officers shall not assume other drivers observe and hear the overhead emergency lights and sirens.

4. Upon arrival at the scene of an emergency, Security Officers shall park and secure their vehicles in an area where they can safely control the scene.
5. Security Officers who are controlling traffic will ensure that their overhead lights remain on for safety reasons and that their headlamps are not blinding other drivers and responders.
6. All Security Officers directing traffic shall wear a reflective safety vest.

#### d. Security Response to Fire department Incidents

##### 1. Fire and Mechanical Malfunction Response

Security units shall move to the gates to assist the Fire Department with incoming mutual aid escorts **if requested** by the Incident Commander and/or the Security Operations Center. Security Officers shall be alert to radio traffic regarding the emergency.

- a. The appropriate Beat Officer and a second Officer assigned by the Shift Lieutenant shall establish traffic control points only **if requested** by the Incident Commander. This will enable them to control all traffic entering the area.
- b. The Lieutenant, after ensuring that traffic control is handled, shall report to the Incident Commander of the scene (most likely the senior Fire Department representative on the scene).
- c. All Security Officers shall remain at their traffic control points until relieved by another Officer or until the incident has been officially released by Incident Command.

##### 2. Personal Injury, Ambulance or Rescue Response

- a. The appropriate Beat Officer shall respond directly to the scene of the incident if requested by the Incident Commander or the Security Operations Center. A second Officer, assigned by the Shift Lieutenant, shall establish traffic control points if requested by Incident Command.

- b. Upon arrival at the scene, the beat Security Officer shall report any pertinent information to the Security Operations Center Emergency Operator/Dispatcher.
- c. The Shift Lieutenant shall respond to the area of the incident and take charge of Security operations. The Lieutenant shall ensure that the area has adequate traffic control.

### 3. Code 5 (Radiological) Response

- a. If requested by the Incident Commander or the Security Operations Center, the Senior Security Department Official, Shift Lieutenant and appropriate Beat Officer shall respond to the area of the Code 5.
- b. The Senior Security Department Official shall report to and assist Incident Command.
- c. Responding Security Officers shall approach the scene from the upwind direction and immediately set up perimeter at the scene.
- d. Only qualified emergency personnel shall be allowed to cross the security perimeter into the “Cold Zone” which shall be established at least 500 feet from the scene of a confirmed airborne radiological release, and 100 feet from the scene of a radiological incident that is confirmed as having no airborne release.
- e. The Fire Department and Radiation Safety personnel shall establish and control the Intermediate and “Hot Zones.”
- f. If there are no direct approach routes to the scene from upwind, the responding units shall seek the best available information from the Fermilab Fire Department and/or the Fermilab weather application via the Security Operations Center Emergency Operator/Dispatcher for plume data to determine the safe limits of a downwind approach.

### 4. Responses to Emergencies at Wilson Hall

Additional emergency response guidelines are needed for Wilson Hall due to its size, location, concentration of people and inherent traffic congestion.

a. Upon receiving notification of an emergency, responding Security Officers must resolve the following issues:

1. What Security/Fire Units will be responding, and to what location should they respond.
2. How much traffic activity is there in the area?
3. Is there a need for traffic control? If so, what type is needed and where is it needed?
4. Where is the area of emergency?
5. What type of scene control is needed?

b. Emergency Response (Excluding Fire Alarms)

1. The Shift Lieutenant and the Beat 11 Officer shall respond.
2. The Shift Lieutenant shall always ensure that the number of Security Officers at the scene is sufficient to handle the emergency.
3. If the emergency affects Wilson Hall entirely and requires general evacuation of the structure, the Security Officers will not enter the Wilson Hall building.
  - a. The Beat 18 Officer (when posted) shall exit the building and assist with crowd and traffic control. Security Officers will be posted at the front entrance to Wilson Hall and the Horseshoe; the west ground floor entrances to Wilson Hall; and the Auditorium entrances.
  - b. The Senior Security Department Official shall respond, and additional Security Officers will be called to respond for assistance as needed.

4. If an emergency affects one area of Wilson Hall and requires only a local evacuation I.E Fire Alarm, the Shift Lieutenant, the Beat 18 Officer (when posted), and the Beat 11 Officer shall respond.

a. The Beat 11 Officer shall respond to the Horseshoe for traffic control.

b. The Lieutenant and the Beat 18 Officer (when posted) shall respond to the area of the emergency.

c. The Officers should assist Fire Department personnel as needed with scene control, fire investigation, odor investigation or stalled elevator.

#### 5. Traffic Control

The Beat 11 Officer should apply careful judgment in determining what type of traffic control to establish in the Horseshoe.

a. If there is a general evacuation of Wilson Hall, the Officer will close the Horseshoe to vehicle traffic. Otherwise, the main objective should be to keep the traffic lane open so those emergency vehicles can easily enter and exit the Horseshoe.

b. Security shall clear the traffic lane of those vehicles which block the flow of traffic and any vehicle parked in the emergency striped zone, keeping in mind that occasionally the Fire Department will use a ground floor entrance.

c. The Security Officer shall be prepared to move the traffic-control location as needed.

d. The Beat 11 Officer shall remain on traffic control until Fire Department vehicles have cleared the area.

#### 6. Scene Control

If the incident results in a general evacuation of Wilson Hall, scene control shall be at the entrances to Wilson Hall. Otherwise, scene control will be inside Wilson Hall at the affected area.

- a. The Shift Lieutenant and Beat 18 Officer (when posted) shall respond to the location of the incident and establish scene and crowd control as needed.
- b. In a medical emergency incident, if the injured party is at the Medical Office, only one Security Officer should proceed to the Medical Office.
- c. The Beat 11 Officer will respond to Wilson Hall for traffic control and remain there until Fire Department vehicles have cleared the area.

**e. Motor Vehicle Accidents**

1. The appropriate Beat Officer shall respond to the area of the accident parking his/her vehicle in a manner consistent with public safety. The Beat Officer should request additional Security Officers to respond if needed.
2. If the accident involves injuries or if there is substantial property damage, the Senior Security Department Official shall be notified and respond to the accident area and assume Incident Command. The Fermilab Fire Department shall be notified if the following is present.
  - Airbag deployment
  - Fluid leaks
  - Injuries
3. The Shift Lieutenant shall ensure that traffic control is set up and that he/she is available to assist the Incident Commander when needed.
4. In all cases of traffic accidents with injuries, outside assistance will be requested following established departmental procedures.
5. Care of Injured Persons

- a. If the accident involves injuries, the Security Officer should not attempt to diagnose, or otherwise exceed the level of first-aid training that has been provided or permit incompetent volunteers to move or treat the injured person.
- b. An ambulance response shall be immediately requested when injuries are observed.

#### 6. Accident Scene Safety

Security units should take special care around accident scenes being alert for safety concerns such as fallen electrical wires, flammable liquid spills, chemical spills/leaks, roadway obstructions, etc.

#### 7. Accident Scene Evaluation

Responding Security units should quickly evaluate conditions of the accident scene and take all necessary preventative actions. The following concerns should be addressed:

- a. Is there a need for traffic cones to warn/re-route traffic?
- b. Is there a need for utility company crews to respond?
- c. Do Roads and Grounds personnel need to respond to correct any unsafe road conditions?
- d. Does the Fire Department need to respond for injuries, fires, or potential of fires.
- e. Does an outside Law Enforcement agency need to respond?

#### 8. Accident Scene Preservation

All responding Security units should do their best to preserve the scene of the accident and all evidence and property within. Prompt and positive actions should be taken to safeguard property at the accident scene, including personal property of the injured or deceased and merchandise/equipment from the vehicles.

#### 9. Outside Agency Response



The appropriate Sheriff's Police will be requested to respond, when requested by the Incident Commander, to the following accident situations:

- a. If one of the drivers involved in the accident requests that Law Enforcement representative respond.
- b. If the accident involves a personal vehicle and a government (Fermilab) vehicle.
- c. Major vehicle or Fermilab property damage (air bag deployment, undriveable, fluids leaking, any damage to a Fermilab building or structure).
- d. If the accident involves personal injuries needing medical attention.

#### 10. Accident Investigation Fundamentals

It is important that the Security Officer secure information to provide the most complete, unbiased and accurate accounting of the accident. The following approach shall aid in establishing cause, reconciling conflicting information and providing evidence for prosecution. The Security Officer must try to determine:

- a. What Happened?
- b. How did the accident happen?
- c. Why did the accident happen?
- d. Who is at fault for the accident?

#### f. **Security Responses**

The type of alarms and incidents requiring Security responses are as follows:

- a. Duress Alert, designating an employee may be in duress.
- b. "Signal Blue," is an emergency response radio code intended for an emergency responder that is in imminent danger and requires an immediate police response.
- c. Armed Encounters/Active Shooters.

##### 1. Duress Alert:

Duress buttons have been installed due to the potential of an urgent medical emergency and/or a personnel interaction which may pose a threat to the safety and security of Fermi personnel/property. **As indicated later within this procedure, this button should only be used in case of emergency, when other means to contact security are not feasible.**

Duress alerts are active 24 hours a day, 365 days a year. There are multiple locations, which possess electro-mechanical duress switches. The locations with these devices are as follows:

- a. Abri Credit Union (WHGFL)
- b. Atrium Receptionist Desk (WH Lobby)
- c. Cashier's Window (WH4NE)
- d. Global Services/Badging Office (WH 1NW)
- e. EOC (WHGFL)
- f. Human Resources (WH15FL)
- g. Medical (WHGFL)
- h. Aspen East Welcome and Access Center (WAC Ground Floor)
- i. Security Officer's Portable Radios
- j. Site 39 ES&H Rad Facility

The Senior Security Department Official should monitor all responses to Duress alerts. The Senior Security Department Official shall respond to all Duress alerts at the following locations:

- a. Cashier's Cage (WH4NE)
- b. Abri Credit Union (WHGFL)

Because of the possible severity of a duress alert, special measures are taken for the safety of all involved.

- a. Upon receiving FIRUS notification of a duress alert the Security Operations Center Emergency Operator/Dispatcher shall notify all appropriate Security units via radio.

- b. The Senior Security Department Official, Shift Lieutenant and at least one additional Security unit shall respond to the area of the Duress alert.
- c. Notification and response to the alert shall be via silent run [responding Security units shall not use emergency overhead lights or siren in their response].
- d. After the Security Operations Center Emergency Operator/Dispatcher notifies the appropriate Security units of the duress alert, he/she should attempt to make telephone contact with personnel in the area of duress.
  1. The Security Operations Center Emergency Operator/Dispatcher will attempt to determine the severity of the situation and cause of the Duress.
  2. All discoveries made by the Security Operations Center Emergency Operator/Dispatcher shall be forwarded to responding Security units.
- e. A security representative, preferably in plain clothes, shall approach the immediate area of duress and, from a safe distance, attempt visual confirmation of the situation. The Senior Security Department Official should preferably handle this responsibility.
- f. Once a positive attempt to contact the area of duress has been made, the Security Operations Center Emergency Operator/Dispatcher must first relay the following to the answerer:
  1. That security is responding to the area.
  2. That if at any time talking on the telephone upsets the situation; the answerer must calmly end the call.
- g. The Senior Security Department Official shall determine the following via transmission from the Security Operations Center Emergency Operator/Dispatcher:
  1. If the answerer can speak freely, to the Security Operations Center Emergency Operator/Dispatcher about the situation at hand. If so, get as much information as possible by asking yes and no type questions:

2. If security is able to safely enter the area.
  3. If the police need to be called.
  4. If anyone is in danger of being physically harmed or is already hurt.
  5. If one or multiple person(s) is causing the duress.
  6. If any weapons are involved. If so, immediately call the police.
  7. If an ambulance is needed. If so, utilize a cellular or land line and request a response via silent run.
  8. Any other relevant information that can be obtained.
- h. Based on the information gained from the Security Operations Center Emergency Operator/Dispatcher and the visual observations obtained, the Senior Security Department Official shall appropriately direct Security units and/or order the assistance of Law Enforcement personnel. The Security Operations Center Emergency Operator/Dispatcher should make all necessary notifications and take appropriate actions depending upon the information gathered from the telephone conversation keeping the life and safety of all involved a foremost concern.
- i. The following special considerations should be made in directing Security units during a Duress Alert response:
1. When responding, squad cars should not use their overhead lights or sirens.
  2. Marked squads and uniformed Officers should not be stationed in the immediate area of building exits.
  3. Uniformed Officers should avoid the Horseshoe, Atrium area, elevators and the affected area of duress.
  4. Security unit's function should be restricted to observation and reporting.
  5. EMERGENCY RADIO TRAFFIC HAS PRIORITY DURING EMERGENCY RESPONSES!
  6. EMERGENCY RADIO TRAFFIC SHALL BE KEPT TO ESSENTIAL INFORMATION ONLY!

## 2. Signal Blue Response

“Signal Blue” is an emergency response radio code intended for an emergency responder that is in imminent danger and requires an immediate police response. The term “Signal Blue” will be radioed to the Security Operations Center to avoid triggering a dangerous reaction by the individual(s) perceived as the threat. Once received by the Security Operations Center, no questions for specifics will be asked and local law enforcement will be immediately sent to the requesting emergency responder’s last known location. If at all possible and only if it can be done safely, responding law enforcement should be apprised of what they are responding to, at the earliest opportunity. “Signal Blue” is a covert alert intended to request police for armed or threatening individuals only.

### 3. Armed Encounters/Active Shooters.

- a. Response to a report of an armed individual on site or gunshots fired on site with injuries:
  1. The Security Incident Commander will assess the situation and ensure that armed law enforcement personnel are summoned to the scene immediately.
  2. The Security Incident Commander will ensure that Fermilab and Mutual Aid Medical services are alerted and standing by.
  3. The Security Incident Commander shall direct the Security Operations Center Emergency Operator to notify the Fermilab chain of command. These notifications shall include:
    - a. Appropriate law enforcement agencies
    - b. Fermilab’s Physical Security Manager
    - c. Fermilab’s Deputy Physical Security Manager
    - d. Security & Emergency Management Division Deputy Director or designee
    - e. Emergency Manager or designee
  4. The Security Incident Commander will establish an Incident Command Post at a safe location away from the scene (covered & concealed).

5. The Security Incident Commander will deploy the available Security personnel to re-route traffic away from the incident. Consideration must be given to keeping all unarmed Fermilab Security Officers, Medical and Fire personnel from being exposed to hostile action by the armed intruders.
6. Wherever feasible, bystanders should be evacuated from the incident scene.
7. The Security Incident Commander should brief responding law enforcement personnel of the situation, transfer Incident Command to the senior law enforcement official on scene and direct Security personnel to assist law enforcement as required.
8. As soon as realistically possible, the Senior Security Department Official on the scene shall establish and maintain communication with the EOC.

## 6. Definitions

May - The use of the word “may” indicate an optional action.

Shall - The use of the word “shall” indicate a required action.

Should - The use of the word “should” indicate a recommended action.

Alarm Code - A situation indicated by the following:

Building or Structure Fire

Personal Injury; Ambulance or Rescue

Fire other than a building or structure

Mechanical malfunction, gas, odor, spill, miscellaneous alarms

Code 5 - Radiation Incident.

EOC – Emergency Operations Center.

Duress Alert - A threat alert or distress-signal, usually activated manually through a button, foot pedal, etc., which sends a signal to a monitoring area indicating that there is an immediate threat to the safety and security of personnel or property within a designated area of security interest.

Security Officer - A member of Fermilab's subcontract security service who is properly uniformed and trained to carry out duties as described in Security Department post orders and procedures.

Fermilab Security Supervisor - The Fermilab Security Department staff member who is on-duty or on-call 24x7.

## 7. Responsibilities

The Physical Security Manager is responsible for ensuring that all Security personnel understand and implement this procedure and that all Security Operations Center Operator Aids are current and available.

The Fermilab Security Supervisor is responsible for taking field command of all Security units unless command is delegated to the Shift Lieutenant.

The Security Operations Center Emergency Operators/Dispatchers are responsible for notifying the appropriate Security personnel of the emergency situation at hand.

The Security Officers are responsible for responding to the emergency situation expeditiously keeping the safety and security of Fermilab and those around him/her as a foremost concern.

The Shift Lieutenant is responsible for supervising the routine and emergency activities of the Security Officers.

## 8. Authorities

DOE O 470.4B Safeguards and Security Program

DOE O 473.2A Protective Force Operations

DOE O 473.3A Protection Program Operations

Unarmed Security Guard Service Subcontract, Statement of Work

Fermilab Security Department Post Orders  
Fermilab Security Department Policies & Procedures  
Fermilab Site Security Plan

**9. Owner**

The Physical Security Manager is the owner of this policy.

**10. Review Cycle**

This policy shall be reviewed annually or more frequently, as needed.

**11. Communication Plan**

The requirements of this policy shall be communicated by the Physical Security Manager to all Security Department personnel, and periodic training shall be provided. This policy shall be available in the Fermilab Security Department policy database.