

SEMD-SD-EO-306-Missing Persons

1. Purpose

The purpose of this procedure to respond appropriately to reports of missing Fermilab affiliates. Fermilab affiliates are defined as employees, badged visitors, visiting scientists/students (resident and non-resident), badged contractors, children and guests being escorted by Fermilab affiliates.

2. Scope

This procedure applies to all Security Department personnel who, within their assigned duties, may be called upon to assist with finding a reported or suspected missing person and all Fermilab affiliates. To maintain the security and safety of all personnel on the Fermilab Site, it shall be the procedure of this department to actively pursue all missing person cases to conclusion.

3. Applicability

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

4. Effective Date and Date Reviewed/Updated

This policy went into effect on April 16, 2019 and its update was effective on February 1, 2024.

5. Policy

The Security Department recognizes the unique responsibility inherent to reports of missing persons. A missing person is defined as a person whose whereabouts are unknown, and whose safety or welfare is the subject of concern. It is not envisioned that there will be frequent missing person reports. It is conceivable that circumstances might arise which call for a site wide search to locate a missing person and involvement of local law enforcement agencies.

Missing Person Procedure

Upon receiving a report of a missing person, the Security Operations Center Emergency Operator/Dispatcher shall dispatch the Shift Lieutenant and Duty Security Supervisor to the reporter's location and initiate a Personnel Incident, Laboratory/User Case Report. The Security

Operations Center Emergency Operator/Dispatcher shall notify the Physical Security Manager of the report and all actions taken.

To locate someone who has disappeared, the search shall begin as soon as possible. Beginning to search for the missing person quickly limits the distance they can travel and reduces the likelihood that clues may be overlooked or become irrelevant.

5.1. The Fermilab Security Supervisor shall respond and use the Missing Person Notification Form to interview the reporter. He/she shall attempt to determine the movements of the missing person. The Security Operations Center Emergency Operator/Dispatcher shall be requested to provide telephonic search assistance and internal and external notifications as necessary.

5.1.1. Human Resources Assistance/interface

The Security Operations Center Emergency Operator/Dispatcher may request next of kin notification via Human Resources (HR). HR can offer the Employee Assistance Program (EAP) to personnel affected by events.

5.1.2. Fermilab Fire Department Assistance/Interface

In the event additional personnel or medical attention is needed or anticipated. Night operations may require the deployment of the Security Department's UAS or the Fire Department thermal imaging camera to search for the heat signature of a missing person.

5.1.3. Division Management

The Security & Emergency Management Division Deputy Director will keep affected Division Management apprised of developments and relay guidance as needed, to the Incident Commander. Security & Emergency Management Division Deputy Director will provide support via the or EOC as needed.

5.1.4. Security Operations Center

Review Security camera recorded footage of the missing person's last known area and monitor live footage of search areas. During night operations, the

available Security thermal imaging camera recorded footage and live footage shall be reviewed and monitored.

- 5.1.5. Local law enforcement assistance may be needed for the following circumstance but is not limited to these.

In severe weather conditions

If the reporter believes the missing person is a threat to themselves or to others.

If the missing person is a child.

If the missing person has special needs.

If a cursory search of the missing person's residence, vehicle, or work area indicates evidence of a crime.

Local law enforcement may employ canine units or aircraft to assist in the search.

- 5.1.6. If you or the reporter believe the person went missing from somewhere other than Fermilab, ask the Security Operations Center Emergency Operator/Dispatcher to Contact the law enforcement agency in that county for assistance.

- 5.1.8. Secure the personal belongings, living space and workspace of the missing person until the police provide further direction. Items of importance include electronic equipment, documents, DNA, and/or fingerprints.

- 5.2. All mobile Security Officers shall report to the scene. Security Officers shall execute the parameters of the missing person search, as directed by the Duty Security Supervisor.

- 5.2.1. Security Officers shall search geographical areas, to include buildings within those areas. Guard Force shall radio findings to the Security Operations Center Emergency Operator/Dispatcher and annotate the areas searched on their Activity Reports.

5.2.2. Security Officers shall record the names, ID number, location, and time anyone acknowledges seeing the missing person. This information will be reported to the Duty Security Supervisor.

5.2.3. Security Officers at static posts shall be given the name, ID number and description of the missing person, as well as the make, model, and license number of the missing person's vehicle.

5.3. Conclusion of search: The missing person search shall conclude when the missing person is found, and/or the missing person has verified that they are okay via reliable means.

The period a search shall be conducted is situation dependent. If the missing person has not been found within a two-hour period local law enforcement will request that someone from the family serve as point of contact/spokesperson for the family, to liaison with law enforcement investigators. The search shall be suspended, and Fermilab Security shall assist with the assigned investigators.

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.

7. Responsibilities

Security & Emergency Management Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation. He/she is responsible for coordinating, with the Directorate, all cooperative actions carried out under this procedure.

Physical Security Manager is responsible for advising the Security & Emergency Management Division Deputy Director of any reports of missing persons and is responsible for coordinating search activities, establish the parameters and method of the search.

Security Operations Center Supervisor is responsible for supervising the telephonic and electronic missing person search activities and notification actions of the Security Operations Center personnel.

Security Supervisors are responsible for the scene of any missing person search and shall direct on-scene Security personnel in the conducting of searches, and liaison with local law enforcement agencies if they are called to respond. The Duty Security Supervisor shall perform Incident Commander duties, until relieved by a higher authority.

Security Officers are responsible for following instructions contained herein for proper procedures for conducting missing person searches.

8. Authorities

Title 41 CFR, Part 10274 Rules, and Regulations Governing Conduct on Federal Property.
The Higher Education Opportunity Act of 2008.

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.