

SEMD-SD-EO-307 - Workplace Violence & Active Shooter Response

1. Purpose

The purpose of this procedure is to establish guidelines for Fermilab Security Department personnel to follow in response to Active Shooter and/or workplace violence incident.

2. Scope

This procedure applies to Fermilab Security Department personnel who, interact with law enforcement personnel and other off-site emergency personnel responding to an Active Shooter or Workplace Violence incident, and/or are responsible for notifying appropriate Fermilab and DOE personnel of the interactions.

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 September 3, 2020 and its update was effective on February 1, 2024.

5. Policy

Effective response to an Active Shooter or Workplace Violence event requires effective planning and role reinforcement through training for Security Department personnel caught in the event, as well as for leaders and managers coordinating the response to the event. Personnel in the vicinity of an Active Shooter may need to evacuate or shelter in place depending upon circumstances unique to that event. Active shooter situations are unpredictable and evolve quickly and the incident may be at any location within the 6800 acres which comprise Fermilab. The immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation. In an Active Shooter emergency, Fermilab employees shall be instructed to initiate Run, Hide, Fight protective action measures. When it

is safe, they should dial 3131 from a lab phone, or 630-840-3131 from a mobile phone. Workplace Violence events ranging from verbal threats to physical violence, may develop over long periods of time and require the intervention of laboratory supervision and management before the Security Department or law enforcement intervene. In an emergency or actively occurring Workplace Violence situation Fermilab employees are instructed to immediately dial 3131 from a lab phone, or 630-840-3131 from a mobile phone.

Any law enforcement cooperative actions to neutralize an Active Shooter incident shall be classified as an abnormal incident requiring the involvement of the Fermilab emergency response organization. In all cooperative efforts with law enforcement agencies, Fermilab will be guided by consideration for the preservation of life, compliance with applicable federal and state statutes and the protection of the interests of the Fermi Research Alliance, LLC (FRA), the Fermi National Accelerator Laboratory, and the United States Department of Energy. Fermilab is a concurrent jurisdiction of Federal, State, and County law enforcement.

WORKPLACE VIOLENCE & ACTIVE SHOOTER RESPONSE

Security Operations Center Duties and Notifications for Active Shooter Response.

Upon receiving a report of an Active Shooter, the Security Operations Center Emergency Operator/Dispatcher shall immediately request an emergency law enforcement response. Pursuant to the Letters of Agreement with DuPage and Kane County Sheriff's Departments (encompassing Fermilab), the appropriate Sheriff's Department shall be requested to respond. In such cases the following shall be done:

The Security Operations Center shall communicate the following Active Shooter information to LLE via 9-1-1:

What: "Active Shooter." The number of shooters, number & type of Weapons and number of victims.

Where: Location of Active Shooter. Include building and door number.

Who: Report the description of the suspect, their clothing, and vehicle description w/plate #.

The Security Operations Center Emergency Operator/Dispatcher shall notify Security personnel and ERO of the threat and information transmitted in 6.1.1 and use security technology such as security cameras to assist responders.

The Security Operations Center Emergency Operator/Dispatcher shall make notifications as requested by the Security Supervisor/Incident Commander. These notifications may include:

- Fermilab's Physical Security Manager
- Appropriate law enforcement agencies.
- Security & Emergency Management Division Deputy Director or designee
- Emergency Manager or designee

- NOTE -

In case of imminent danger to persons or property, law enforcement personnel shall be called prior to notifying the Fermilab Physical Security Manager or Emergency Manager.

Active Shooter Response

The Security Supervisor or Senior Security Official shall immediately respond to the scene, set up Incident Command and direct Security response actions, ensuring crime scene is not contaminated.

The Security Incident Commander shall assess the situation and ensure that law enforcement personnel are summoned to the scene immediately.

The Security Incident Commander shall identify the "Hot Zone" to reduce exposure to danger and provide for the safety and protection of personnel.

The Security Incident Commander shall deploy Security personnel to re-route traffic away from the incident, direct officers staffing gates to provide directions to off-site emergency responders and deny site access to non-emergency personnel. Consideration must be given to keeping all

Security Officers and Fire/EMS personnel from being exposed to hostile action by the Active Shooter.

The Security Incident Commander shall ensure that Fermilab and Mutual Aid Medical services are alerted and standing by.

The Security Incident Commander shall establish an Incident Command Post at a safe location away from the scene, covered and concealed.

Wherever feasible, bystanders shall be evacuated from the incident scene.

The Security Incident Commander shall 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.

As soon as realistically possible, the Security Incident Commander shall ensure that all appropriate notifications are made and shall establish and maintain communication with the Security Operations Center and EOC. Take notes from which an Official Case Report can be prepared.

Once the threat is eliminated/neutralized, Security personnel shall be utilized to assist in recovery efforts as directed by the Physical Security Manager. Additional Security Officers may be called in to assist.

Security Operations Center Duties and Notifications for Workplace Violence Response

Upon notification of a Workplace Violence incident, the Security Operations Center shall immediately dispatch Security personnel to the scene, use security technology such as security cameras to assist responders and communicate the following information:

What: Workplace Violence, weapons, number of subjects and victims.

Where: Location of Workplace Violence. Provide building and room.

Who: Report the description of the suspect, their clothing, and vehicle description w/plate #.

The Security Operations Center shall make notifications as requested by the Security Supervisor/Incident Commander. These notifications may include:

Fermilab's Physical Security Manager
Appropriate law enforcement agencies
Human Resources Director
Security & Emergency Management Division Deputy Director or designee
Emergency Manager or designee

Workplace Violence Response

The Security Supervisor or Senior Security Official and Security Units shall immediately respond to the scene and assess the situation.

In the event the subject(s) is disruptive and/or threatening but not committing an act of violence against another or damage to property, The Security Supervisor or Senior Security Official shall;

- deescalate the confrontation through verbal commands
- request the subject's immediate supervisor or manager to the scene
- if subject exhibits irrational behavior requiring medical attention, request Fermilab F.D. EMS assistance
- request notification of Fermilab's Employee HR Partner
- take notes from which an official Case Report can be prepared
- support HR in escorting subject off-site if requested

In the event the subject(s) has or is committing an act of violence against another or damage to property, The Security Supervisor or Senior Security Official shall;

- immediately request LLE to the scene

- deescalate the confrontation through verbal commands
- avoid making physical contact unless an immediate threat exist
- direct Security personnel to escort LLE to the scene
- request the subject's immediate supervisor or manager to the scene
- if subject exhibits irrational behavior requiring medical attention, request Fermilab F.D. EMS, if the scene is safe
- request notification of Fermilab's HR Partner
- take notes from which an official Case Report can be prepared
- support HR in escorting subject off-site if requested

In the event the subject is armed, responding Security personnel shall adhere to the Active Shooter Response procedure at 6.2 above and will not enter the Hot Zone.

6. Definitions

Active Shooter – Any individual actively engaged in killing or attempting to kill people in a confined area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Law enforcement generally applies this definition to situations where the individual is armed with at least one gun and has come to the area, with the intent to kill people, not to commit another crime.

Abnormal Incident – Any real-time occurrence, incident, or significant deviation from planned or expected behavior that could endanger or adversely affect people, property or the environment.

EOC – Emergency Operations Center.

ERO – Fermilab's Emergency Response Organization.

Incident of Security Concern – Any security related incident as defined under DOE Order 470.4B, Safeguards and Security Program.

LLE – Local Law Enforcement.

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

Fermilab Security Supervisor – The Fermilab Security Department senior staff member who is on-duty or on-call.

Security Officer – A member of Fermilab’s subcontract security service Protective Force (PF) who is properly uniformed and trained to carry out duties as described in Security Department post orders and procedures.

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

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

Spontaneous Cooperative Law Enforcement Actions (SCLEA) – Law Enforcement response to incidents in progress, such as Active Shooters, Workplace Violence, apprehension of persons in the act of committing a crime, civil disturbances, or hot pursuits by LLE entering the Site, etc.

Workplace Violence – Workplace Violence can be any threat or act of violence against persons or property; or verbal threats, intimidation, harassment, bullying; or other inappropriate, disruptive behavior that causes fear for personal safety inside or outside of the work site.

7. Responsibilities

The Physical Security Manager is responsible for authorizing cooperative actions with law enforcement agencies and channeling interactions with law enforcement officials to the Directorate and DOE Fermi Site Office.

The Deputy 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 Emergency Manager is responsible for coordinating management response and ERO support for any abnormal incidents that may arise as a result of cooperative actions with law enforcement agencies.

The Chief Legal Counsel for Fermilab is responsible for providing legal advice and guidance in all interactions with law enforcement officials.

The Fermilab Security Supervisors are responsible for taking field command of all Security units and assume the role of Incident Commander until relieved by appropriate LLE or higher Fermilab authority. The Training Security Supervisor shall ensure Security Officers are trained in accordance with this plan.

The Security Operations Center Emergency Operators/Dispatchers are responsible for notifying the appropriate ERO personnel and off-site emergency responders of the emergency situation at hand as identified in the CEMP.

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

The Security Officers are responsible for responding to all emergency situations expeditiously keeping the safety and security of Fermilab and those around them as a foremost concern.

8. Authorities

Fermilab Comprehensive Emergency Management Plan (CEMP)

DOE O 473.2A, Protection Program Operations

DOE O 470.4B, Safeguards and Security Program

DOE G 444.1-1 Guide on Preventing and Responding to all Forms of Violence in the Workplace

DOE Policy 444.1 Preventing and Responding to all Forms of Violence in the Workplace

Fermilab Emergency Planning Hazards Survey (EPHS)

Fermilab Environment, Safety and Health Manual (FESHM)

Fermilab FESHM 2040 Emergency Management Program
Fermilab FESHM 2050 Building Manager Program
Fermilab FESHM 3010 Significant Reportable Occurrences
SOC-EO-301, Emergency Phone Operations
SOC-EO-303, Emergency Radio Operations

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.