

SEMD-SD-EO-308 – Security Lock Down Procedure for Safe Mode

1. Purpose

The purpose of this procedure is to provide guidance when Fermilab moves into a Safe Mode of Operations and beginnings shutting down the site for short or long-term durations to the public and the laboratory population. During this operational mode, only essential personnel will be allowed on Fermilab property.

2. Scope

This procedure applies to all Security personnel with adequate authority responsible for providing physical locking functions mentioned above.

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 March 23, 2020 and its update was effective on February 1, 2024.

5. Policy

The function of physically locking down every building on the Fermilab site, by the Security Department, is an important element to the efficient operation of the Laboratory. This task contributes to the Laboratory's ability to provide a safe and secure environment for employees and visiting scientists to work and live in.

SECURITY DEPARTMENT DETAILED PROCEDURE:

5.1 The Chief Operating Officer (COO) will determine when the Fermi National Accelerator Laboratory moves into its Fermi Minimum Safe Mode. The COO will notify the Facility Security Officer (FSO) of this operational change to begin lock down procedures for the laboratory.

- 5.2 The COO will also instruct the Fermilab Acquisition Officer to give the most recent version of the Essential Authorized Vendor List to the Facility Security Officer.
- 5.3 The Facility Security Officer will determine, based on complete data (essential personnel and vendor lists) when to relay this information to the Fermilab Security Protective Force Officers.
- 5.4 Upon receipt of the essential personnel list and essential vendor list from the FSO, the Security Protective Force will implement the following:
- a. Ensure Pine Street West Control Post (Control 3) is operational 24/7.
 - b. Ensure Batavia Road Control Post (Control 1) is open. Close down Batavia Road Control Post and activate the gate over the roadway, ensuring it is properly secured between the hours of 2200 hours and 0530 hours daily.
 - c. Ensure that the Wilson Steet Control Post (Control 2) is staffed 24/7 and is not in automation mode.
 - d. Except for Non-laboratory Emergency Vehicles and authorized essential personnel (to include essential vendors), no one is allowed on the Fermilab site.
- 5.5 The FSO will ensure that the PACS is functional and that the following rules are adhered to:
- a. PACS is kept on.
 - b. If buildings onsite do not have a PACS, those building remain locked.
- 5.6 The FSO is responsible for overseeing the following functions are completed:
- a. Physical Security Checks are completed on all structures onsite each shift to ensure all doors are physically locked based on the following priorities:
 - i. Property Protection Areas (PPA)
 - ii. General Access Areas (GAA)
 - iii. Zones 1-8 (in that order)
 1. Main Campus (Wilson Hall, LINAC, Booster, LSC)
 2. Industrial Complex (IARC, FCC, ICB)

3. Fixed Target Area (NML, CMTF, SIDET, Meson, Proton)
4. Neutrino, Muon Campus Area (SBN, Minos)
5. Site Services (Site 29, 37, 38, 40, RCPF)
6. Main Injector Area
7. Main Ring Area (D0, Site 55)
8. Village complex

*Continue using FELIX wands where applicable during Min Safe

*While conducting Security Checks, spot checks of individuals is imperative to ensure those that are on site are supposed to be.

- b. The Security Protective Force is responsible for communicating the following to the Security Operations Center:
 - i. All buildings left unsecured and identified during Security Checks
 - ii. Results of any negative inspections (rates of inspections 1-5) at Control Point 3 for Fermilab Property Passes during Min Safe Operations
- c. The Security Operations Center is responsible for the following:
 - i. Adding Security Protective Force messages related to unsecured buildings to the Security Operations Center Blotter
 - ii. Watching out for any abnormal occurrences on the security cameras and notifying the Security Protective Force

6. Definitions

COO – Chief Operating Officer. Provides operational guidance for Fermilab.

FSO – Facility Security Officer is in charge of managing security for Fermilab’s facilities. Responsible for creating a secure environment for employees, vendors, and Fermilab visitors. Manage daily activities regarding entry, video security, and other security devices.

Min Safe – Minimum Safe Operations refers to the operating posture that Fermilab will move into when the bare minimum staff is required to keep the laboratory in a safe state.

PACS – Physical Access Control System – the laboratory’s electronic card access system.

SSIWG – Safeguards and Security Interface Working Group refers to the multidiscipline security experts at Fermilab who meet regularly to discuss and make security decisions for the laboratory.

7. Responsibilities

Chief Operating Officer – is the approver of this procedure and will ensure it is followed. The COO is responsible for providing direction to SSIWG staff on compliance of this procedure and ensuring Divisions provide Property Passes to their employees as well as the most recent version of their Essential Personnel to the Facility Security Officer during Fermilab Min Safe Operations.

Facility Security Officer – is the author of this procedure and will ensure it is maintained. The FSO is also responsible for providing coordination efforts to SSIWG staff on compliance of this procedure.

Fermilab Procurement Officer – The Fermilab Acquisition Officer is the author of the Essential Authorized Vendor List. The Acquisition Officer is responsible for keeping this list current for providing the most recent version to the Facility Security Officer after every revision during a Fermilab Safe Mode.

Security Department Supervisors – are responsible for ensuring that the common operating picture changes are followed, and this procedure is shared with the Security Operations Center and the Protective Force personnel.

Division Directors– are responsible for ensuring employees are following this procedure and complying with any requests from the Fermilab Facility Security Officer.

Exposed Employee / User – is expected to follow all posted guidance on Fermilab Property and follow any additional guidance provided in All Hands messaging to the laboratory population.

Building Managers – are responsible for posting mandatory signage at all the main entrances of each building. This signage will be given to them by the Facility Security Officer.

8. Authorities

Site Security Plan (SSP)

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.