

SEMD-SD-RO-206 – Security Services

1. Purpose

The purpose of this procedure is to provide guidance and instructions for providing the following security services; maintenance of the international flag display, Prep Room detail, providing motorist assistance and personal safety escorts.

2. Scope

This procedure applies to all Security Officers responsible for providing the security service 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 June 9, 2016 and its update was effective on February 1, 2024.

5. Policy

Services provided by the Security Department are important to the safe, efficient operation of the Laboratory. They contribute to the Laboratory's ability to provide a hospitable, welcoming atmosphere for employees and visiting scientists to work and live in.

5.1 Flag Displays

5.1.1 The flags of the United States, the State of Illinois, and the Department of Energy are the only flags authorized for this display at Swan Lake.

5.1.2 Unless otherwise directed by the Physical Security Manager or designee, these flags shall be displayed 24 hours per day, 365 days per year, regardless of weather.

5.1.3 When authorization is received to fly the flag of the United States at half-mast, the assigned Security Officer shall:

5.1.3.1 Lower the flags of the State of Illinois and the DOE to half-mast prior to lowering the flag of the United States.

5.1.3.2 The United States flag shall be entirely lowered and then raised to the half-mast position.

5.1.3.3 The reverse order shall be used when re-raising the flag of the United States to full staff (i.e., first the U.S. flag will be raised, then the State of Illinois flag and then the DOE flag).

5.1.3.4 When the U.S. Flag display at Wilson Hall is at half mast, the international flags will not be flown, so they do not appear higher than the U.S. Flag.

5.1.4 Security Officers should ensure that the U.S. Flag Display area is lighted from sunset to sunrise so that the flag of the United States is illuminated during that time frame.

5.1.5 All Security Officers assigned to Beat 11 shall ensure that flags in the U.S. Flag Display are in good repair and are not frayed or otherwise displayed in a disrespectful condition.

5.1.6 Frayed, faded and/or dirty flags shall be replaced immediately and not displayed.

5.2. International Flag Display

5.2.1 The flags of the various nations shall be displayed in accordance with the order of display provided by the Director's Office.

- 5.2.2 The flags of the nations shall be displayed between sunrise and sunset, during special events except as provided in succeeding paragraphs of this Section.
- 5.2.3 Flags of the nations are to be afforded proper dignity and respect at all times, not being allowed to touch the ground and raised briskly to the top of the flag mast.
- 5.2.4 Flags of the nation shall NOT be displayed at half-mast.
- 5.2.5 Frayed, faded and/or dirty flags shall be replaced immediately and not displayed. All international flags shall have the brass tag of the flag number attached to the top grommet of the flag, once removed from the old flag.
- 5.2.6 Flags of the nation shall NOT be displayed whenever any of the following conditions are present:
 - 5.2.6.1 When one or more flagpole(s) or a necessary part is broken and/or the flag mast is inoperable
 - 5.2.6.2 When the U.S. Flag is being flown at half-mast.
- 5.2.7 General Requirements
 - 5.2.7.1 Flags of the nations shall be neatly folded and placed in protective bags when not in use.
 - 5.2.7.2 Damp or wet flags shall be dried prior to being folded and stored.
 - 5.2.7.3 Disrespect to the flag of the United States or a foreign national flag shall not be permitted.

5.2.7.4 Frozen or broken lanyards and/or pulleys shall be reported to the Security Operations Center, who will notify Building Management for repair/replacement as necessary.

5.3 NEGOTIABLES: PICKUP, TRANSPORTING AND DELIVERY

As a general rule, Security Officers shall not be assigned to pickup transport or deliver negotiables. The Physical Security Manager may authorize a Security Staff member to pickup transport and deliver negotiables. All requests will be authorized on a case-by-case basis.

Note: No storage container shall be accepted from anyone if the container cannot be locked or sealed.

5.4 PREP ROOM OFF HOURS PROCEDURES

5.4.1 Upon receiving an inquiry for access, the Security Operations Center Emergency Operator/Dispatcher shall verify the requester has a valid Fermilab ID Card. A Security Officer shall meet the requester at the PREP Room (FCC 1st floor).

5.4.2 The Security Officer shall scan the individual's ID Card and enter "Prep Room Detail" into the FELIX hand-held scanner. If the Officer does not have a FELIX hand-held scanner, then this information shall be entered on their Officer Activity Report.

5.4.3 The requester will withdraw that equipment needed on an emergency basis. Full instructions can be found in the PREP After Hours Logbook inside the PREP room.

5.4.4 The standard Computing Division After-Hours Withdrawal Log Sheet shall be completed and signed in all cases by the Security Officer. Anything out of the ordinary should be noted on the reverse side of the Withdrawal Log Sheet or on an attached sheet. All relevant blanks on the form shall be filled out.

5.4.5 Prior to leaving the area, the requester should record all transactions in the "PREP Logbook" located in the PREP Stockroom. The Security Officer shall record all transactions accurately and completely in the "After-Hours PREP Logbook."

5.4.6 Types of Transactions

5.4.6.1 Exchange - An exchange occurs when a defective piece of equipment is returned (signed-in) and a similar piece of equipment is taken (signed-out) to replace it. A Computing Division After-Hours Emergency Withdrawal Log should be filled out.

5.4.6.2 New Issue - This type of transaction occurs when an additional piece of equipment is specifically needed on an emergency basis. Whenever possible, new issues should be handled by PREP personnel during regular working hours.

5.4.6.3 Repair Request Drop Off - This type of transaction occurs when a piece of equipment is specifically returned to either the "user item" or "pool item". Whenever possible, repair request issues should be handled by PREP personnel during regular working hours.

5.4.6.4 The Security Officer shall make certain the Prep Room door is secure before leaving the area.

5.5 MOTORIST ASSISTANCE PROCEDURES

5.5.1 Vehicle Lock-Outs – The Fermilab Security Department does not provide vehicle lock-out services.

5.5.2 Vehicle Starts - The Fermilab Security Department does not currently provide vehicle starts.

- 5.5.3 General Assistance - The Security Operations Center maintains a list of telephone numbers for towing services, vehicle starting services and locksmith services. Security Officers shall assist motorists in distress by transporting them to a telephone (with the approval of the Security Supervisor) or by arranging for these services through the Security Operations Center Emergency Operator/Dispatcher.
- 5.6 Escorts
- 5.6.1 In the event any employee requests the escort service after 6 PM (1800 hours), the Security Department shall provide a visible presence until the individual departs their designated area.
- 5.6.2 The requester will ask for assistance by contacting the Security Operations Center. The Security Operations Center Emergency Operator/Dispatcher should verify that the requester has a valid Fermilab ID Card.
- 5.6.3 The Security Operations Center shall dispatch the special service request to the appropriate Beat Officer or the Shift Lieutenant if the Beat Officer is otherwise detained on another detail. The Security Operations Center Emergency Operator/Dispatcher should provide the following information: individual's building/facility number, when they will be leaving a specific location and parking lot where they are parked.
- 5.6.4 The Beat Officer or Shift Lieutenant shall ensure that a security vehicle will respond to the designated area and provide a visible presence until the requester safely departs.
- 5.7 SAFETY SWEEP AFTER EXPIRATION/CANCELLATION OF SHELTERING MESSAGE
- 5.7.1 After an incident capable of causing hazardous conditions on Site, such as severe weather, the Incident Commander may order security units to sweep the Site and

report on conditions prior to issuing a 'leave shelter' SEWS message to persons who had been sent to shelter.

- 5.7.2 Security units should sweep the Site in a systematic fashion concentrating on the major roadways and population centers to include the Village/DayCare, CDF/Industrial, Site 38, D-0, Lederman Science Center, and the Wilson Hall/Cross Gallery areas.
- 5.7.3 Conditions that may jeopardize persons when they leave shelters shall be reported to the Security Dispatcher, who in turn will notify the Incident Commander. Conditions such as road blockages, downed electrical lines, flying debris, major structural damage, and other conditions that put shelter occupants at undue risk if they leave the shelter shall be reported.

5.8 SECURITY CONVOY (10-59) ESCORTS

- 5.8.1 Upon receiving a request for a Security Escort (experimental components, wide loads) the Security Supervisor receiving the request will determine if a Security Escort is required, or if a government vehicle escort by the requestor is sufficient.
- 5.8.2 Time of Day: Peak traffic periods (morning, noon, COB) should be avoided.
- 5.8.3 Size: If a load can safely occupy one lane and comply with traffic control signage, a government vehicle escort, with flashers activated, is sufficient. If a load must straddle the centerline of the roadway to safely travel, a Security Escort is required.
- 5.8.4 Speed: Slower loads that comply with traffic control signage can be escorted by a government vehicle. Any load that requires continuous motion to avoid vibration damage to components (cannot stop at intersections), requires a Security Escort.

- 5.8.5 Safety: If a Security Escort will improve safety, mitigate a mishap or reduce hazards, provide a Security Escort.
 - 5.8.6 Security Escort Composition: Three security vehicles with activated emergency lights compose a Security Convoy (10-59) Escort.
 - 5.8.7 A Mobile Traffic Control Unit (Shift Lieutenant), 50-100 yards ahead of the lead security unit, will stop traffic at intersections and await arrival of the lead security unit, before proceeding to the next traffic control point on the route.
 - 5.8.8 A Lead Unit (Beat 11 or 12), 20-30 yards ahead of the load vehicle will maintain its position based on the speed of the load vehicle.
 - 5.8.9 A Trail Unit (S-3 or Beat Unit), 20-30 yards behind the load vehicle will maintain its position based on the speed of the load vehicle and prevent vehicles from passing the convoy.
 - 5.8.10 Communication: The Security Operations Center will be provided with the route data and apprised of the 10-59 start, location in relation to major intersections and completion of the 10-59.
 - 5.8.11 Emergency Response: In the event of an actual emergency during a 10-59, the Security Supervisor and/or Shift Lieutenant may respond and leave a lead unit to complete the 10-59.
- 5.9 Very Important Person (VIP) / Distinguished Guest Visits

5.9.1 Purpose

VIP visits are an essential function to effectively carry out the laboratory's mission. There are many different types of VIP visitors, but generally

speaking, anytime the Directorate notifies the Security Department of a VIP visit, the expectation of the Physical Security Manager is to properly plan for a safe visit to the locations identified on the VIP Visit Agenda.

5.9.2 Scope

All VIP Visits are coordinated through the Fermilab Office of the Directorate. Agendas are created and tasks are assigned by the Directorate in conjunction with a guest list and a list of mandatory Fermilab attendees. The Emergency Services & Preparedness (ESP) Department would benefit from early planning discussions to identify ingress / egress issues and potential overtime scenarios.

5.9.3 Types of potential VIP visitors:

Presidential Cabinet members

Senate & House of Representatives Congressmen and Congresswomen

Ambassadors

State Governor

Consulate General

Foreign Dignitary

Types of potential Distinguished guests:

Department of Energy Senior Leaders

Federal / State Government Senior Leaders

FRA Board Members

5.9.4 SEMD Services

The Security & Emergency Management Division must ensure the reputation of the laboratory stays intact if an unforeseen emergency takes place during the VIP visit. During an emergency, the handling of the first minute dictates the next hour of an incident. It is imperative that the planning and incident

mitigation tactics are well thought out and implemented in order to reduce risk.

SEMD functions for the laboratory include the following:

- Security led escorted tour which starts at the Fermilab control points.
- Jump company of Security / Fermilab Fire Department EMT in the lead security vehicle with appropriate medical equipment.
- Having trained personnel to use an AED is a benefit to Fermilab.
- Security Operations Center (SOC) situational awareness of the visit in order to assist first responders with incident location identification.
- The Emergency Operations Center (EOC) should consider partial activations for VIP scenarios to identify inclement weather and potentially assist the SOC with for large tours and special events.
- The Security Department needs to address reserved parking needs for VIP visits outlined in the VIP Agenda.
- The Security Department needs to address international flag detail needs for VIP visits outlined in the VIP Agenda.

Occasionally, the Security Department will need to liaison with the Foreign National Access Program to ensure access compliance for large tours and special events.

When traditional tours grow in complexity, Special Event Plans are mandatory. In conjunction with a stand-alone special event security plan, a memo is required to be submitted to Fermilab's Officially Designated Federal Security Authority (ODFSA) by the Physical Security Manager to identify any changes to the established security posture outlined in the Site Security Plan (SSP).

5.9.5 Armed Details

Occasionally, the Fermilab Physical Security Manager will need to liaison with executive protection from either the Secret Service, Capital Police, State Police, or other types of armed details escorting the VIP at the State of Federal level. When these situations arise, the Physical Security Manager may need to set up security meetings for the advanced security detail. These individuals usually require additional security / emergency information and Fermilab security plans need to be succinct with the Secret Service / armed detail requirements.

Local law enforcement has a requirement to protect the Governor of Illinois when the Governor is in their authority having jurisdiction. These actions must be supported by the Fermilab Security Department.

6. Definitions

- 6.1 May - The use of the word “may” indicate an optional action.
- 6.2 Shall - The use of the word “shall” indicate a required action.
- 6.3 Should - The use of the word “should” indicate a recommended action.

7. Responsibilities

- 7.1 Security & Emergency Management Division Deputy Director is responsible for the overall security program at Fermilab and for approving Department procedures prior to implementation.
- 7.2 Security Operations Center Emergency Operators/Dispatchers are responsible for understanding and implementing the instructions in this procedure and for reporting any system irregularities.
- 7.3 Physical Security Manager shall be responsible for ensuring that all Security personnel understand and implement this procedure.

- 7.4 Shift Lieutenants are responsible for the adherence to all guidelines presented within this procedure and shall ensure that all members of the guard force are in compliance.
- 7.5 Security Officers are responsible for understanding and adhering to the instructions described within this procedure.
- 7.6 Security Supervisors shall be responsible for providing training, monitoring and ensuring that all Security personnel understand and comply with this procedure.

8. Authorities

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.