

Control Posts 1, 2, 3, 4, & 5

1. Purpose

The purpose of this Control Post Order is to establish uniform guidelines in the duties, operations, and assignments for the Protective Force access Control Posts 1, 2, 3, 4 and 5 at Fermilab. Control Posts are fixed access control posts with listening, observation, and reporting responsibilities.

2. Scope

The scope of this policy is limited to the physical access to the DOE Fermilab campus in Batavia, IL. These posts are at the following geographic locations:

- a. Control 1: This post is located at the east entrance on Batavia Road
- b. Control 2: This post is located at the northwest entrance on West Wilson Road
- c. Control 3: This post is located at the west entrance on Pine Street
- d. Control 4: This post is located at the southwest entrance on Kautz Road
- e. Control 5: This post is located on Kautz Road and the southwest parking lot of Wilson Hall

3. Applicability

This policy applies to FRA, its employees, users, affiliates, visitors, subcontractors, authorized guests and members of the public. Additionally, the implementation of 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. All personnel assigned to this position shall ensure they are familiar with all duties and responsibilities associated with this assignment.

4. Effective Date and Date Reviewed/Updated

This policy went into effect on April 20, 1998, and its update was effective on February 14, 2024.

5. Policy

a. Responsibility:

All assigned personnel shall ensure that they are familiar with all aspects, operational requirements, duties, and responsibilities associated with this assignment, and understand

that they are expected to execute and carry out all functions of this procedure in a courteous, helpful, competent, professional customer-service oriented manner. Assigned personnel shall always remain alert and vigilant for sounds and visual cues of any activity around the access perimeter. **Assigned officers shall wear the reflective vest provided during the entire time at the post.**

Each assigned Control Post Officer shall perform the required gate operations and functions in accordance with the instructions and guidelines included in this document. The Shift Lieutenant shall ensure that the gate operation is checked daily. Any deficiencies and/or malfunctions shall be reported to the Security Operations Center (SOC) immediately.

b. Activation of Post and Shelter Location:

1. **Control 1**

Active 0530-2200 hours, Monday through Sunday including Holidays. The tornado shelter for this post is Aspen East.

Note: Ensure the gate is **open between 0525-0528 hours weekdays**. This will facilitate hourly personnel who must report to work by 0600 hours.

2. **Control 2**

Active 0530-1630 hours, Monday through Friday (Closed weekends and Holidays). The tornado shelter for this post is Site 37 or Site 38.

Automated Gate Procedures:

At 0530 hours the assigned officer shall move the automated entrance and exit gate selector switches from “Auto” to “Open” and cover the outbound stop sign.

At 1630 hours the assigned officer shall check for traffic inbound and outbound and uncover the outbound stop sign. When it is safe to do so, move the automated entrance and exit gate selector switches from “Open” to “Auto.” A mobile unit shall perform a function check by exiting and entering using the Card Reader. Notify the SOC that the Wilson Street automated gates are operational.

3. **Control 3**

Monday through Sunday 24 hours a day, 7 days a week. The tornado shelter for this post is the Lederman Science Center or Wilson Hall.

4. **Control 4**

Active 0530-1700 hours, Monday through Friday (Closed weekends and Holidays).
The tornado shelter for this post MI 60.

Access Criteria: The Kautz Road gate will be closed to all traffic except construction subcontractors and suppliers working on projects specified by FESS (e.g., LBNF, PIP II, etc.). Other Fermilab affiliates will be denied access, unless cleared by the SOC.

5. **Control 5**

This gate is automated 24 hours a day, 7 days a week. The tornado shelter for this post is (insert location).

Access Criteria: For access to the areas behind the Public Access Control Gates, GERT training is a minimum requirement. All Fermilab badged individuals receive GERT training and are allowed to access these areas.

All individuals that have a business need with the laboratory that do not have a Fermilab ID badge (Business Visitor badges do not qualify as a Fermilab badge) are required to be escorted for areas behind the Public Access Control Gates.

c. Specific Instructions/Duties:

1. Access to Fermilab is allowed in accordance with applicable federal and DOE laws, regulations, orders, requirements of FRA's Prime Contract with the Department of Energy, and FRA policies.
2. Beginning July 1, 2021, only REAL ID compliant identification will be accepted for individuals requesting a Fermilab issued badge. All persons physically entering the Fermilab site, with the exception of minors, must present a valid government-issued photo identification that is Real ID compliant (e.g., Real ID driver's license or current passport) or Fermilab-issued ID badge at the gates (Control Posts).
3. **Minors must be accompanied by an adult for site access or must present a government-issued photo ID or Fermilab badge. Minors not accompanied by an adult also must be 16 years or older and must be entering the site to participate in an Education and Public Engagement program or to visit the Lederman Science Center. Elementary, middle, or high school students, including high**

school students who are 18 years or older, will not require identification when accompanied by adult(s) as part of a school program.

4. Non-Fermilab Site Office (FSO) personnel who are Federal employees on official business are permitted to use their HSPD-12 identification to gain visitor access.
5. Individuals attending business conferences or workshops at Fermilab are required to register via Indico or Office of Education and Public Engagement and provide valid government-issued identification at the security gate (Control Post).
6. Business Visitors are required to identify a Fermilab-badged point of contact to request approval and send the required information to access@fnal.gov.
7. Public visitors are required to provide valid government-issued photo identification, unless they are minors as specified above, and remain in public areas only unless they are accompanied by a trained escort or attending an approved program or event consistent with the Site Security Plan. The identification must be Real ID compliant and the barcode will be scanned by the Security Officer using the IDScan application on the iPhone.
8. Persons making regular deliveries of commodities or supplies to Fermilab shall be allowed to access Site. The officer shall ask to see the delivery documentation (bill of lading). **Direct package deliveries like Amazon, Fed-X, UPS to Warehouse 2 Monday-Friday between 0700-1500 hours. Do not direct package deliveries to village residences or office buildings. Package delivery personnel will not be allowed on site and package deliveries will not be accepted before 0700 and after 1500 hours Monday-Friday and all-day weekends and holidays.**
9. **The Control 2 Officer** shall visually inspect the enclosed cargo area of all non-government trucks and vans, without exception. This represents a 100% Rate of Inspection for closed cargo trucks and vans. All inspections shall be recorded on the Vehicle Inspection Log sheet and forwarded to the Security Operations Supervisor,

upon completion. Vehicles containing prohibited articles shall be denied access, SOC notified and local law enforcement requested.

10. Emergency vehicles (ambulance, fire, police) on an Emergency Call Shall Not Be Stopped. Notify the SOC.
11. Armored Car companies servicing the laboratory will slow, acknowledge Control Post Officer, and proceed without opening doors or windows to show ID.
12. Local, state, or federal law enforcement agencies are allowed to transit site upon presentation of valid identification and the SOC notified immediately.
13. Agencies that play a role in visa/immigration processing (DOS, DOL, DHS) make unannounced site visits. All such agency representatives shall be to be directed to the Campus Access and Experience Manager, upon site access approval of the SOC.
14. The Office of Communication has the responsibility for communicating and coordinating with media outlets. All visits by the media (journalists, reporters, photographers, TV crews) must be approved by the Office of Communication via the SOC.
15. If an ID Badge is in the possession of someone other than the person named on the badge, the Security Officer shall confiscate the badge, notify the SOC and deny site access. The Shift Lieutenant shall complete a case report on the incident. Security Supervisors will complete a confidential report to the Physical Security Manager regarding this incident of security concern.
16. Persons with no valid Fermilab ID Badge, who state they are badged individuals, shall be asked for their badge number and a valid government issued photo ID to verify their identify. Their status shall be verified by the SOC, before granting site access. If Fermilab badged personnel forget their Fermilab ID at home, the Security Officer shall issue a blue visitor sticker and direct them to the Security Operations

Center to obtain a temporary prox card. If all temporary prox cards have been issued, the employee must be escorted when in non-public areas. If Fermilab badged personnel forget their Fermilab ID on site, the Security Officer shall issue a blue visitor sticker and direct them to retrieve their ID. The blue visitor sticker must be worn and visible.

17. Site Wide Emergency: During a catastrophic natural disaster, hazardous spill, major police action or similar incident, the Incident Commander or EOC Manager may direct Security to deny site access to non-emergency responders. Guidance for admitting media, parents of Day Care children and others would be developed and implemented as soon as practicable. Officers staffing Control Post would only say “the site is temporarily closed to the public. Check the Fermilab website for re-opening guidance.”
18. **Officers shall be in position to safely control/observe the ingress of all traffic as it approaches the guardhouse.** After exiting the guardhouse, use clear hand signals and verbal commands to control traffic and prevent Gate Runs.
19. Officers shall conduct a cursory visual check of vehicles and occupant(s). Questionable demeanor, prohibited articles, or a major safety problem with vehicles may require action ranging from, a courtesy warning to access denial and a request for medical and/or law enforcement assistance.
20. The assigned officer shall not leave the post unless relieved by another officer authorized by the Shift Lieutenant. The Security Officer shall notify the SOC of the status of the post, by radio, every hour (e.g., “Control 1, 2, 3, or 4 is secure”).
21. The Interior of the control post shall be illuminated by the overhead lights or desk lamp when the post is staffed; total darkness is prohibited. Reading material shall be work related. Laptops and iPads are prohibited. Mobile phone and ear bud use is prohibited; always remain alert and attentive.

22. Tow trucks and flatbed recovery vehicles must be cleared to enter site by the individual requesting the tow, LLEA or SOC.
23. Large truck turn around procedure: At Controls 1 and 2 space is available for turn arounds. At control 3 use a mobile unit to direct traffic and back the truck up to the widened shoulder area west of the post to turn around.
24. **Control 5** - The safety requirement is to maintain positive visual control of the individual being escorted. Security Officers are available to assist with escorting requirements during off hours for chemical deliveries, however, business hour escorting requirements fall on the Division associated with the escort or applicable subcontractor. All non-emergency issues need to be communicated to the Security Operations Center (SOC) at 630-840-3414 or SOC@fnal.gov.

If a delivery arrives at Pine Street or Wilson Street after hours, send ahead to Control 5 where they must wait for security to escort the delivery beyond the public access control gate. The officer will remind the driver to remain only in that area and notify the SOC to monitor cameras if security needs to respond to an emergency situation.

6. Definitions

Fermilab is the physical site and property that is the Fermi National Accelerator Laboratory.

Shall indicates a required action.

Should indicates a recommended action.

May indicates an optional action.

7. Responsibilities

Physical Security Manager is responsible for the oversight and management of the Physical Security Program and compliance with the SSP and assists with Safeguards and Security

alignment.

Deputy Physical Security Manager is responsible for assisting the Physical Security Manager with the Physical Security Program and compliance with the SSP and collaboration with Security Supervisors.

Security Supervisors are responsible for implementing Protection Program Operations initiatives and ensuring compliance with Post Orders and procedures. As facility risk and attractiveness levels change, so do the internal Post Orders and procedures. Security Supervisors are responsible for ensuring all Protective Force officers are trained on all the material within this policy and is responsible for the Protective Force Security Officer's adherence to all guidelines presented within this policy.

Shift Lieutenants & Security Officers are responsible for the adherence to all guidelines presented within this policy.

8. Authorities

Fermilab Site Security Plan
Fermilab Policy on Access to Fermilab
Real ID Modernization Act of 2020
DOE O 473.2A Protective Force 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.