

Beat 18 - Wilson Hall Atrium

1. Purpose

The purpose of this procedure is to provide guidance to the Security Department and Beat 18 in providing additional administrative controls for Fermilab's Wilson Hall.

2. Scope

All personnel assigned to Beat 18 shall ensure they are familiar with all aspects, operational requirements, duties, and responsibilities associated with this assignment, and understand that he/she is expected to execute and carry out all functions of the post in a professional manner. Assigned personnel shall always remain alert and vigilant for sounds and visual cues of activity around Wilson Hall.

3. Applicability

This procedure applies to all members of the Fermilab Security Department, both non-uniformed and uniformed. 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 January 22, 2024.

5. Policy

a. Activation of Post

1. Ensure that the security officer is staffed Monday – Friday 0600 – 1800 hours.
2. To prepare for the beginning of the shift, the Security Officer will retrieve a portable radio, binder, and duty keys from the Security Operations Center.
3. At the beginning of shift, the security officer shall be stationed at the Atrium Desk.
4. When stationed at the Atrium, the officer shall check the condition of the post, including the desk area, noting any deficiencies on the Officer Activity Report (OAR) i.e. unsecured cabinets and drawers, lack of cleanliness and equipment deficiencies.
5. When securing the post the security officer shall ensure the desk area is neat and left in an orderly fashion.

b. Atrium Desk Duties

1. The assigned security officer shall perform the following duties:
 - a. Provide visitor assistance.

- b. Ensure that anyone not wearing a badge inside of Wilson Hall is challenged and denied entry to the building if not properly wearing their ID badge / Visitor Badge/Sticker / escorted per the Fermilab Access Policy or are on the Daily List and enroute to the Badging Office.
 - c. Conduct 3 Wilson Hall and IERC checks.
2. When the security officer is stationed at the Atrium Desk, he/she shall remain in the Atrium area within the range of vision of the Atrium Desk, elevators and front doors. The officer shall keep within a working range of the telephone (maximum of three rings) at all times, with the exception of the period when the officer is assisting with the flag detail, conducting a tour round, or during emergencies.
3. When the security officer is stationed at the Atrium Desk, he/she shall observe all personnel who enter the Atrium area and acknowledge all personnel who enter the front doors. The officer shall challenge and obtain identification from all suspicious or underage personnel. Any such scenario should be promptly recorded in the officer's OAR noting the name and ID number of the person in question.
4. When the security officer is stationed at the Atrium Desk, he/she shall be observant for violations of the Property Pass Procedure, including ensuring that personnel have obtained the proper authorization/documentation to remove items from the Fermilab Site.
5. When the security officer is stationed at the Atrium Desk, he/she shall be familiar with applicable visitor policies.
6. If the security officer is asked a question and is not sure of the correct answer or response, the security officer should refer the subject to the Security Operations Center or to the Shift Lieutenant.

7. The security officer shall refer personnel requesting on-site housing to the Security Operations Center.
8. Refer all questions about radiation to the Security Operations Center, x3414.
9. Be alert for radio traffic which might affect Wilson Hall, especially “113 tone alerts” and Pine Street “Access Control – Gate Runs.”
10. Visitors to Wilson Hall shall be directed by the security officer at the Atrium Desk as to the rules and self-guided tour procedures. Visitors shall also be advised that the public is not allowed to access floors two through sixteen unless they have a Business Visitor badge and are accompanied by a Fermilab badged individual with a valid Fermilab ID Card or DOE HSPD-12 badge. All unauthorized personnel found in these areas should be identified, asked to leave the area, and a case report must be filed.

Exception – The 2nd Floor Art Display is open to members of the public.

c. Roving Patrol Duties

1. When the security officer is patrolling, he/she shall be responsible for making security /safety rounds of Wilson Hall and IERC. When starting patrols, the security officer must note start and end time on their OAR and call it out to the Security Operation Center.
2. The security officer shall make precise checks of the 2nd Floor Art Display or when an art display is present. The number of objects in the display shall be reported to the Security Operations Center.
3. When the security officer is patrolling, he/she shall make a security check of all exterior doors at least once during an eight-hour shift.

4. The security officer shall be required to ID **individuals** he/she comes in contact with and all people acting in a suspicious manner. If a large number of personnel are present, the security officer may check a supervisor's ID card or the card of someone that can account for the group. In a polite manner, the officer shall ask the employee for his/her ID card and enter it on their OAR.
5. If an individual requests the security officer to unlock a door, to leave a door unlocked, or to turn lights on and off, the security officer shall comply only if he/she recognizes the individual as being authorized (i.e. a Fermilab employee in the officer's chain-of-command, or a Fermilab Department Head) or if the requester is cleared through the Security Operations Center. The requestor's ID number should be recorded on the OAR.
6. When the security officer is patrolling, he/she shall be alert for radio traffic, which may require the officer's assistance such as "alert tones" and Pine Street "Access Control – Gate Runs" that may affect the area around Wilson Hall. Radio earphones can be used to enhance reception.
7. No children shall be allowed in Wilson Hall unless accompanied by a responsible adult. Security officers should be alert to children entering the area. If children are found unescorted – notify the Security Operations Center, obtain their names, attempt to locate the adult responsible for the children, and if the responsible adult cannot be located, notify the Shift Lieutenant.
8. Elevators – All elevator cars should be able to stop at all floors and to be called from all floors. The officer should report any discrepancies on the elevator system immediately to the Security Operations Center.

9. Elevators – Once per shift confirm the card readers in Car 1 & Car 2 (West) and Car 3 & Car 4 (East) are operating properly. Access to Wilson Hall 2 through 16 and the Mezzanine, requires an active Fermilab Badge presented to the card reader. If the card reader is not operating properly (access to WH2 – 16 and Mezzanine) is possible without a badge, or the card reader is not working) immediately report any problems to the Security Operations Center. Annotate this check on your OAR.

d. Building Access and Locking/Unlocking Procedures

1. Access

Between 0600 hours and 1800 hours, Business Visitors may access Wilson Hall but must be escorted on floors 2 through 16 and Mezzanine. Members of the public may access Wilson Hall during public visiting hours (0700 to 1700) and they must remain in public areas (WHGF, WH1, and WH2 XO).

2. Locking Procedures

Beginning at 1655 hours, the security officer must secure the exterior revolving doors in Wilson Hall. The security officer should start with locking the auditorium foyer area followed by the northeast and west ground floor revolving doors, then Atrium revolving doors no later than 1700. If a malfunctioning card reader door is identified, note it on your OAR and notify the Security Operations Center.

3. Unlocking Procedures

At 0650 hours, the security officer will conduct unlock duties at Wilson Hall, ensuring that all of the aforementioned doors are unlocked no later than 0700 hours. The security officer should start with unlocking the revolving doors in the auditorium foyer area, followed by the northeast and west ground floor revolving doors, then unlocking the Atrium revolving doors no later than 0700 hours.

4. Ice Melting System

The front entrance to Wilson Hall, the east and west entrance to the Auditorium, and the east and west Ground Floor entrances to Wilson Hall have ice melting equipment built

into the steps and sidewalks. Security officers should be familiar with areas involved and report problems with the systems to the Security Operations Center.

f. Duress Response

Inside Wilson Hall: On receipt of a Duress activation message, the security officer shall respond to the vicinity of the affected area but should not enter the alarmed area. The security officer shall report any unusual activity, situation, or condition, and then await support (back-up units). The security officer shall be observant of any unusual or suspicious activity in the Atrium area.

Inside Wilson Hall: There are special considerations for “DURESS” alarms, which involve security officer safety. There are seven (7) locations, which possess duress switches. The locations with these switches are as follows: Abri Credit Union (WHGF), Security Operations Center/EOC (WHGF), Atrium Desk (WH1N), Badging Office (WH1NW), Cashier’s Office (WH4NE), Medical, Security Officer Portable Radio, and WDRS (WH15).

Because of the possible severity of a duress alarm, special measures are taken for the safety of all involved.

The Duty Security Supervisor, Shift Lieutenant and at least one additional Security unit must respond to the area of the Duress Alarm. After the Security Operations Center notifies the appropriate Security units of the Duress Alarm, he/she will attempt to make telephone contact with the personnel in the area of Duress. The Security Operations Center will attempt to determine the severity of the situation and cause of the Duress. All discoveries made by the Security Operations Center will be forwarded to responding Security units.

A Security Supervisor in plain clothes will approach the immediate area of duress and, from a safe distance, attempt visual confirmation of the situation. The Duty Security Supervisor should preferably handle this.

Based on the information gained from the Security Operations Center and the visual observation obtained, the Security Supervisor in command will appropriately direct Security units, and/or order the assistance of Law Enforcement personnel.

g. Code Response

du Alarm Response – Wilson Hall: The Shift Lieutenant, his/her designee or the first responding officer, should respond to the floor BELOW THE FIRE zone and on the OPPOSITE TOWER from the fire floor. Using the stairs, walk up to the fire floor, still on the opposite tower and observe and report what he/she sees or senses. If a fire is confirmed, the security officer should be prepared to assist with the evacuation of the area, when ordered to do so, always considering his/her safety and the safety of others as most important. If no fire condition is found, the security officer shall report their findings and await further orders.

h. Safety Hazards

All personnel assigned to Beat 18 shall remain alert for any safety hazards and/or potentially dangerous situations (fire prevention) while making the required rounds and shall notify the Shift Lieutenant and/or the appropriate Fermilab personnel in order to ensure the problem is alleviated.

i. Elevator Badge Reader / System

1. All four elevators are equipped with key card access.
2. The configuration of the system requires occupants to use the badge reader to access all floors, except G and 1. Individuals with an active proximity badge will be required to scan their badge and select the floor number.
3. The public (those without proximity badges) will only be allowed on the Ground Floor (Public Areas; excludes Shipping & Receiving, Media Services, Machine Shop, Janitorial Rooms), 1st and 2nd Floor art gallery.
 - a. Individuals with ADA needs can be escorted by a badged individual to the 2nd floor Art Gallery and meeting rooms.
4. The NW Elevators will be designated as the ‘Public Elevators’
5. The security officer will be moved from the ground floor to the atrium desk and will be available to answer questions by members of the public of accessible floors and provide directions.

j. Instructions for staff

1. All badged personnel must swipe their badge on the card reader in the elevator and select the floor they are going to.

2. No tailgating in the elevator for members of the public. Members of the public will only be allowed to go to Ground and 1st floor. If someone without a badge enters the elevator and tries to go to other floors, politely instruct them that they can only go to those floors. Employees must ensure that members of the public do not leave the elevator on an unauthorized floor.
 3. The security officer will escort those that need assistance to the 2nd floor art gallery. If further assistance is needed, security can be contacted through the Security Operations Center at 630-840-3414.
 4. Employees should notify security if a member of the public is in an area that they are not authorized to be in.
 5. Wilson Hall hours will be from 6a to 6p. No visitors should be allowed access afterhours unless there is an approved event.
- k. Monitor
1. The Security Operations Center will monitor security cameras.
 2. The security officer will conduct three (3) rounds of floor checks during their shift which includes the IERC building.
 3. Employees should monitor and notify security if a member of the public is in an area that they are not allowed to be in.

6. Definitions

Fermilab is the physical location that is managed by the Fermi Research Alliance, LLC.

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 Security Manager is responsible for assisting the Security Chief 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.

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

8. Authorities

Fermilab 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.