



Fermilab's Safety and Diversity Open House Training



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Thank you for supporting Fermilab's 50th Anniversary Open House! In order for the day to run smoothly, it is important for you to know some important information that will be covered in this training.

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As a guide for our visitors, it is important for you to understand that:

- the safety of all site visitors is an important goal.
- you play a key role in their safety.



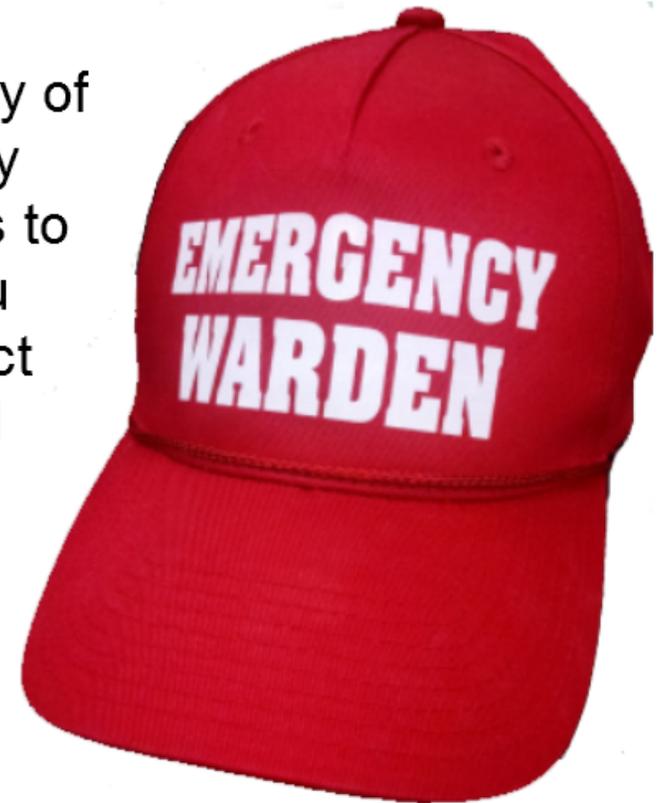
This training will explain in some detail what the expectations are in the event of an emergency.

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Your most important responsibility of the day is to act as an emergency warden. If necessary, your job is to help the public get to safety. You will be the public's primary contact and communication source for all emergency information.



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Restricted Areas

Please be aware of any restricted areas in the area you will be assigned to. It is your responsibility to keep people out of the restricted areas.

This means you may not be able to access your regular work area.



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Emergencies

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Be sure to text **50WORKER** to **333111** using the mobile phone you will have during the open house. This will allow you to receive emergency-related texts, if necessary, during the event.



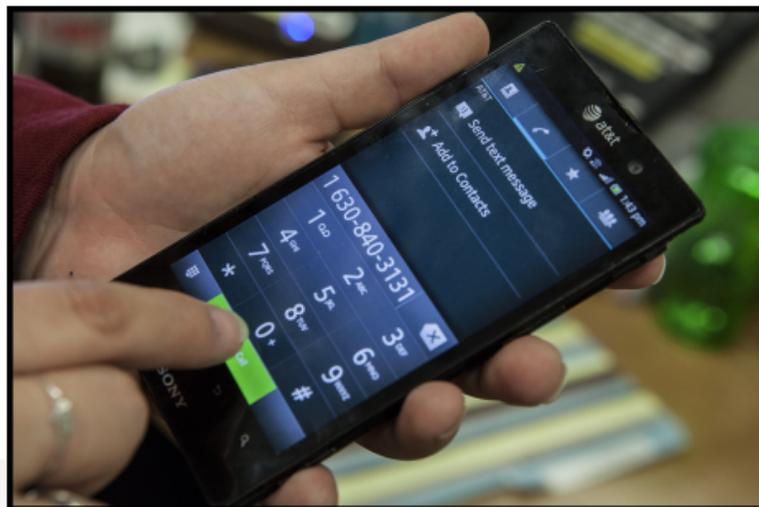
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In the event of an emergency, dial x**3131** from any lab phone or **630-840-3131** from any non-Fermilab phone.

911 does *not* work at Fermilab!



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When reporting the emergency stay on the line until you are told to hang up. Provide:

- The nature of the emergency
- The location of the emergency
- Your name
- Any other needed information



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Familiarize yourself with Fermilab's Indoor Alarm Sounds

| Emergency | Sound | Actions |
|---|---|---|
| Fire | Steady alarm  | Exit building & meet at designated assembly point |
| Tornado or severe weather | Steady Siren  | Go to designated shelter area |
| Hazardous atmosphere (includes ODH and radiation) | Whooper alarm  | Evacuate the area |
| Other emergency | Voice instructions | Follow voice instructions |

Click the sound icons  above to hear the indicated alarms. Click it a 2nd time to stop the alarm.



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Fire Safety

Smoking is not allowed in any buildings or event tents on site.



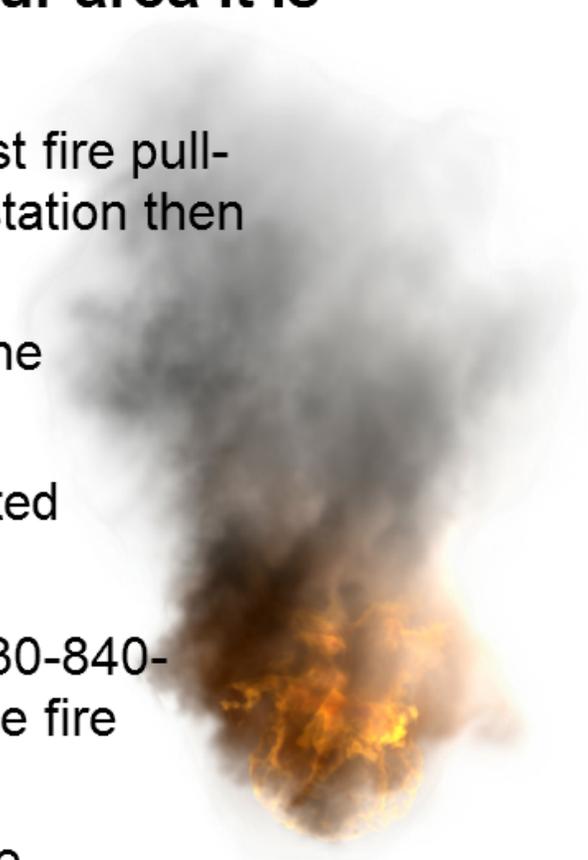
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In the event of a fire or smoke in your area it is important to:

- Sound the alarm by pulling the closest fire pull-station. In the event there is no pull-station then announce "FIRE."
- Guide and direct the tour visitors to the closest exit out of the affected area.
- Ensure they are located in a designated assembly area.
- Call Ext. 3131 from a lab phone or 630-840-3131 from a mobile phone. Report the fire location.
- Do not block the emergency response personnel access.



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Familiarize yourself with Fermilab's Outdoor Alarm Sounds

| Emergency | Sound | Action |
|---------------------------|--|-------------------------------|
| Tornado or severe weather | Steady Siren  | Go to designated shelter area |
| National Emergency | Warbling Siren  | Go to designated shelter area |

Click the sound icon  to hear the indicated alarms.
Click it a 2nd time to stop the alarm.

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During severe weather

- Tents are not to be used as shelter.
- Weather conditions will be closely monitored throughout the event.
- Be prepared to seek shelter in the closest building.
- Listen to the message and directions provided over the Sitewide Emergency Warning Systems.
 - This includes building monitors, speakers and the Fermilab Emergency Messaging system (Everbridge).
- Echo the message and directions to all the tour visitors in your area/vicinity.

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Watches

Conditions are favorable or expected but not occurring or imminent

| | |
|----------------------------|---|
| Tornado | Atmospheric <i>conditions are favorable</i> for the development of severe thunderstorms capable of producing tornadoes. |
| Severe Thunderstorm | Atmospheric <i>conditions are favorable</i> for the development of severe thunderstorms (i.e. – producing hail at least 1” in diameter and/or 50 knot (58 mph) or greater wind speeds). |

Warnings

Conditions are occurring or imminent

| | |
|----------------------------|--|
| Tornado | A severe thunderstorm <i>has developed</i> and has either produced a tornado <i>or radar has indicated</i> intense low level rotation in the presence of atmospheric conditions conducive to tornado development |
| Severe Thunderstorm | A severe thunderstorm <i>has developed</i> , capable of producing hail greater than 1” diameter and/or 50 knot (58 mph) wind speeds. |

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If an accident or illness occurs...



- Dial 630-840-3131 for medical assistance.
 - answer all the dispatcher's questions
- The Fermilab Medical Dept. will be open for Fermilab employees only.
- First Aid stations will be available for the general public in all food tent areas. (refer to the program of events for locations)

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Bloodborne Pathogens

- Do not clean up spills of someone else's body fluids because of the risk of exposure to contagious diseases.
- Call 630-840-3131 from any Fermilab phone if the injured person is unable to clean up the spill.



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Traffic Safety

During the open house there will be a lot of pedestrian and bus traffic in close proximity.

- Help direct pedestrians to ensure that roads are clear for emergency first responders.
- If a traffic accident occurs call 630-840-3131.

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Active Threat



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An Active Threat is an individual actively engaged in killing or attempting to kill people in a confined and populated area (inside a building or outside) typically through the use of firearms and other types of deadly weapons.

An active threat situation is unpredictable and can evolve quickly. You should be prepared and know how to respond.



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You must quickly decide the best course of action to protect your life. Your options include:

Run: If there is an escape route, attempt to evacuate yourself whether or not others agree to go. Leave your belongings behind, attempt to help others and prevent anyone from entering the danger area if possible.

Hide: Silence your mobile phone, and hide in an area outside the view of the active threat. If inside a building, lock or blockade doors, turn out lights and stay quiet.

Fight: If you are unable to run or hide, fighting is another option. Attempt to incapacitate the active threat by using an improvised weapon or with physical actions.

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When it is safe call x**3131** from a lab phone or **630-840-3131** from your mobile phone and give the following information if known:

- The location of the active threat
- The number of threats
- Physical descriptions
- Number & type of weapons involved
- Number of potential victims at the location



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- When law enforcement arrives their first priority is to stop the active threat and not to assist the injured.
- You should remain calm and follow their instructions, and put down any items in your hands. Raise your hands above your head with your fingers spread and keep your hands visible at all times.
- Do not run towards or make quick movements towards enforcement personnel, and do not stop to ask enforcement personnel for help or directions.
- Keep moving and evacuating the area and let the enforcement personnel do their job.

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- Active threat situations are unpredictable and evolve quickly.
- If you see something, say something!
- Call 630-840-3131 immediately if you see anything suspicious occur.

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Site-wide Evacuation

A site-wide evacuation may be ordered for an active threat or a potential tornado.

- Directions will be provided by the Fermilab emergency warning and messaging systems, Everbridge.
- Assist in evacuating the public.
- Assure your area is clear of visitors and then self-evacuate.

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Lost Child

- Call 630-840-3131 if a lost child is located and request security assistance.
- Gather information from the child:
 - description - name, approximate age, race and gender
 - who were they with
 - cell phone number of guardian
 - last known location
- Do not relocate the child unless there is a safety issue.
- Stay at your post until security arrives.



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Missing Child

- Call 630-840-3131 if someone reports a missing child and request security assistance.
- Gather information about the child:
 - description - name, approximate age, race, gender, hair and eye color, height, weight, clothing
 - request photo of the child
 - who were they with
 - last known location
- Stay at your post until security arrives.

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Fermilab is a Department of Energy (DOE) site, a Federal site, and therefore the following items are illegal and prohibited:

- Firearms/Knives
- Explosives
- Incendiary devices
- Ammunition
- Alcohol
- Narcotics
- Drones



Local Law Enforcement agencies will assist if any of the prohibited items are found.

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Lost and Found

Give lost items to your team leader, who will call 630-840-3414. Security staff will pick up the item and bring it to the lost and found area in the welcome tent/parking lot. After the event, items will be available for pick-up in the Communication Center.

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Pets will not be allowed on-site during this event.
Service animals are allowed with proper
documentation.



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Bag Checks

All guests entering Fermilab are subject to visual inspection and bag check conducted by Fermilab Security representatives. All other guests can use the express lines. All bags, purses and containers are subject to inspection prior to entry.



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Other important information



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Be sure to contact your team leader as soon as possible if you are suddenly unable to attend the Open House for any reason.



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Environmental Notes

- Our goal is a minimal waste event! Fermilab will have the following plans in place for waste, recycling and composting.
 - All three receptacle types will be available at each waste collection location
 - Food containers, dishes, wrappers, and utensils for both the volunteer lunches and vendor sold items will be **compostable***
 - Beverage bottles will be **recyclable**
 - Please encourage the public to use the composting and recycling containers



Compostable materials

* The goal of a minimal waste event with composting is not confirmed and will be dependent on the waste contracts being finalized. Please take note of the waste options the day of the event.

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Environmental Notes (cont.)

- There will be posters and/or slides on available monitors in many of the frequently visited areas that will highlight environmental and sustainable facts about the site and operations
- To protect the air quality of the day, restrictions on idling have been added into the bus contract:
 - No idling longer than 3 minutes at a time unless loading/unloading or stuck in traffic
 - No idling is allowed while bus is stopped or standing next to Wilson Hall

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Diversity & Inclusion at Fermilab

Fermilab is committed to attracting, developing and retaining diverse talent and cultivating an inclusive work environment that supports scientific, technological and operational excellence.

Why Diversity Matters...

- Diversity promotes a cohesive environment which positively impacts productivity, morale and innovation
- Diversity fosters respect and values each employee's contributions
- Diversity welcomes the experiences, perspectives and strengths of a diverse workforce to drive teamwork, innovation, critical analysis and creativity

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“What To Do?” Diversity & Inclusion Actions

- **Welcome Everyone.** Each person has different needs to feel accepted and acknowledged, but sometimes a simple "hello" and genuine smile is a good start.
- **Share (Moderate) the Air.** If you notice certain people are asking too many questions or participating disproportionately, encourage others to participate. It's up to us to create a welcoming and culturally inclusive environment.
- **Be Considerate & Listen.** Treat every person you meet with courtesy and respect. Listening is the essential half of communication, but often overlooked.
- **Positive Body Language.** Be aware of your gestures, expressions, and tone of voice. Use an enthusiastic tone, uncross your arms, maintain eye contact, etc. Positive body language can make all the difference in a conversation (or tour).

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“What To Do?” Diversity & Inclusion Actions (cont.)

- **Respectful Language.** Think about the language you use and how it affects others. Be willing to learn new language and unlearn language that may be problematic:
 - **Disability Language.** Do not refer to a person's disability unless it is central to the story. Avoid using "handicap" or "handicapped" when describing a person. When talking about places with accommodations for people with disabilities, use the term "accessible" rather than "disabled" or "handicapped." For example, refer to an "accessible" parking space rather than a "disabled" or "handicapped" parking space or "an accessible bathroom stall" rather than "a handicapped bathroom stall."
 - **Gender-Inclusive Language.** Avoid gender-specific words, such as "congressman" or masculine pronouns that may be considered to exclude women. For example, you can:
 1. Use more than one pronoun ("she or he")
 2. Alternate genders and pronouns
 3. Try making the nouns and pronouns plural
 4. Use "they" as singular pronoun.

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“What To Do?” Diversity & Inclusion Actions (cont.)

- **Show Appreciation.** "Thank" guests for visiting Fermilab and for taking the time out of their weekend to learn about our work. Showing appreciation not only feels good, but also helps to build a diverse and inclusive environment.

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Fermilab Statement of Diversity

Fermilab develops, implements and maintains purposeful and intentional strategic initiatives to support a respectful organizational culture and intellectually diverse workplace. Our workforce and community collaborations advance the laboratory's mission and accountability to welcome and excite diverse national and global talent. Our hallmarks include sharing knowledge, strengthening professional networks, and assuring equity and inclusion for each member of the lab community.

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This concludes Fermilab's 50th Anniversary Safety and Diversity Training.

On the next page, you must print out the certificate and bring it with you to pick up your your Open House parking pass, Fermilab lanyard, safety card, name tag, and event hat and shirt.

By printing out the certificate, you are verifying that you have viewed this training presentation and understand your responsibilities while helping at Fermilab's 50th Anniversary Open House.

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Certificate of Completion

THIS ACKNOWLEDGES THAT

Student Name: _____

has successfully completed
Safety and Diversity Open House Training

Date: _____



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Congratulations on completing this training! We greatly appreciate your interest in helping at Fermilab's 50th Anniversary Open House.

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