

## PNNL FACILITY ACCESS GUIDE

This guide provides an overview of security responsibilities for individuals accessing any Pacific Northwest National Laboratory (PNNL) site, along with safety and emergency information. Your PNNL host is your main point of contact.

### PROHIBITED ARTICLES AND ACTIVITIES

**The following items are prohibited at PNNL facilities, including parking lots:**

- Weapons and ammunition (e.g., firearms to include any replication, bow and arrow/crossbows, air guns, projectile stun guns, and edged weapons such as throwing stars, axes, machetes, swords, daggers, and knives/blades exceeding 2.5 inches in length).
- Incendiary devices and explosives.
- Controlled substances, i.e., federally illegal drugs, including marijuana or its derivatives, and drug paraphernalia.
- Alcoholic beverages, unless approved, hosted, and served during an authorized PNNL event.
- Contraband (items prohibited by law).

**The following items are prohibited at Hanford's 300 Area in addition to the above items:**

- Unmanned aerial systems, i.e., drones.
- "Stun guns" or Taser devices.
- Service animals, unless a Prohibited/Controlled Articles Pass is approved.

**The following activities are prohibited at PNNL:**

- Trespassing/loitering.
- Gambling.
- Being under the influence of illegal drugs (including marijuana), alcohol, and any other item prohibited by law.
- Unauthorized soliciting, vending, and/or debt collection.
- Posting, affixing, or distributing unauthorized material in writing or electronically.
- Animals; excluding service animals approved by Human Resources.
- Operation of unmanned aerial systems or "drones," excluding those operated for authorized research or operational purposes.

### CONTROLLED ARTICLES

Controlled articles are not allowed in Limited Areas or Vault-Type Rooms without prior approval. Controlled articles encompass electronic devices or items capable of recording information or transmitting data, such as audio, video, radio frequency, infrared, and/or data link electronics. Both government-issued and personally owned items equipped with these technologies or capabilities are considered controlled articles.

Contact your host if you need to request approval for the use of a controlled article, including a Medical Portable Electronic Device, in PNNL Limited Areas or Vault-Type Rooms.

### INFORMATION SECURITY

While at PNNL and thereafter, it is your responsibility to mark and protect sensitive and/or classified information from unauthorized release.

### PNNL SITE ACCESS

One Card One Entry is a policy to mitigate unauthorized access to facilities and security spaces where entry is controlled by access control readers. Individuals entering a PNNL facility or security area must present their security badge to an access control reader for validation. "Piggybacking" is not allowed.

Foreign Nationals must have DOE approval prior to site access.

**You are required to wear your badge at all times on the PNNL site and in PNNL facilities:**

- In plain sight with photo side out, if applicable.
- Above the waist and visible from the front of the body.
- On the outermost layer of clothing.

**Remove or hide badges while you are:**

- Being photographed, or
- Not on official PNNL business (lunch, running errands, etc.)

**Do not:**

- Post photos of your badge on social media.
- Use your badge for non-business-related identification purposes.

**Make sure you:**

- Protect your badge from loss, theft, or misuse; do not allow anyone else to wear or use your badge.
- Report lost or stolen badges to the Access Control Office at 509-375-2271 as soon as possible. If outside the business hours of 7:30 am–4:30 pm, please report a lost or stolen badge to the PNNL Security Operations Center (SOC) at 509-375-2400.
- Replace a lost or stolen badge at one of these locations:
  - **Richland:** Access Control Office at Discovery Hall
  - **PNNL-Sequim:** Access Control Office (MSL-5 lobby)
  - **PNNL-Seattle:** Access Control Office (5th-floor lobby)
  - **PNNL-Portland:** Access Control Office (Suite 810)
- Protect PNNL-issued keys and do not share with others.
- Return PNNL-issued hard badges and keys to a PNNL Access Control Office (listed above) or your host at the conclusion of your visit. Badges are property of the U.S. government. You may discard paper visitor badges.

### ESCORTING OTHERS INTO PNNL SPACES

**As an escort, you must:**

- Be a PNNL or PNSO staff member, or leased facility management personnel.
- Have a valid PNNL security badge (i.e., not a paper badge).
- Have approved unescorted access to the area where escorting will occur.
- To escort Foreign Nationals, you must be listed as an escort on the approved Security Plan and Risk Assessment (SPRA).

**Your responsibilities as an escort:**

- Review prohibited articles with escorted individuals and verify they do not have any while at PNNL. See prohibited articles information in this guide.
- Be responsible for the access the escorted individual has to assets and space.
- In Property Protection Areas, escorts are accountable for the actions of the individuals they are escorting and shall always be aware of their location when they are not directly in their view (e.g., restroom, conference room).
- Supervise any work occurring in a space where the individual being escorted does not have unescorted access in order to verify safe and secure practices.
- Contact the SOC at 509-375-2400 to report any security incidents or violations.
- Collect and return hard badges to the host or applicable Access Control Office (paper badges do not need to be collected and returned).

### REPORTING EMERGENCIES, EVENTS, AND POTENTIAL SECURITY INCIDENTS

Please promptly report emergencies and other events which could adversely affect the health, safety, or security of the public, workers, environment, or other interests of DOE and PNNL.

- **Richland:** Call the PNNL SOC at 509-375-2400 or as directed by your host. The SOC will coordinate an appropriate response, to include first responders (911), if necessary, or other PNNL personnel, and guide them to the appropriate location.
- **Seattle, Sequim, Portland, and other facilities outside Richland:** Report emergencies to 911 with a follow-up call to the PNNL SOC.
- If responding to another individual's injury, offer aid within your training limitations after you've called the SOC.
- Building Emergency Information is located near the main facility entrances.
- AEDs and First Aid Kits are located in all PNNL facilities.

Non-emergency safety or security violations or concerns must be reported to the PNNL SOC regardless of work location.



## SAFETY AT PNNL

Conduct your work safely and according to applicable rules, requirements, and recommendations and as directed by your host.

Wear all appropriate personal protective equipment when required or requested.

Verify samples or chemicals brought on the PNNL campus are processed through your host and the applicable safety representative.

If you observe an unsafe condition, ask that the work be suspended, bring this to the attention of your host or contact the PNNL SOC at 509-375-2400. *All personnel visiting the PNNL campus have Stop Work Authority.*

**Signs and Postings** You may encounter signs and placards while visiting PNNL that outline conditions for entry into a facility. Some of these signs are pictured.



Signs and barriers may warn you of the potential for exposure to physical, chemical, and radiological hazards. Hazard and hazardous material areas across the PNNL campus do not pose any kind of risk to visitors when posted requirements and restrictions are followed.

If you have any questions about your qualifications to enter an area, please ask your host.

**Emergency Notifications** To sign up to receive emergency notifications via text message, please text "PNNL Notify" to 67283. This will subscribe you to any PNNL-related text messages regarding lockdowns, mandatory evacuations, shelter-in-place orders, and campus closures.

To also subscribe to emergency notifications via phone calls and email you may also register at <https://www.getrave.com/login/pnnl>.

## Campus Operating Status

- Richland: To hear a recorded message about the operating status of PNNL-Richland, call 509-375-2124.
- PNNL-Sequim: operating status, call 360-582-2525.

## FIRE ALARMS AND EVACUATION

*You must treat all alarms as if they are real; don't assume they are part of a drill. Ask your host where the staging area is for the facility or area where you'll be.*

**Location of fire alarm pull boxes:** Pull boxes will be located near the main entrances of buildings.

### If you see or suspect a fire, you should:

- Activate the nearest fire alarm pull station.
- Report to the building staging area.

If nearby and safe to do so, grab your keys, phone, personal belongings, etc., as you don't know how long you'll be at the staging area.

### If you were the one who pulled the alarm, once safely at the staging area:

- **Richland:** Call the SOC at **509-375-2400** and share what information you have (e.g., location of fire)
- **Other PNNL locations:** Call 911 and follow up with a call to the SOC at **509-375-2400**.

### Once you are at the staging area:

- Remain there until the authorized official clears the building and allows reentry.
- Locate an official in a vest if:
  - You need medical attention.
  - You need to leave the staging area.

## FACILITY OR CAMPUS LOCKDOWN

If there is a security or safety concern, PNNL may issue an emergency lockdown. To lockdown, get behind a lockable door if possible and stay away from exterior doors and windows. If there is not a lockable door or office available, hide to the best of your ability.

*During a lockdown, all external badge access is disabled. This is to keep unwanted individuals outside of the facility and keep staff safely inside. You will still be able to exit through the doors.*

### When inside the facility

Do NOT allow anyone to enter the facility during a lockdown.

### When outside the facility

Go to a safe place and wait to receive notification that the lockdown has been terminated.

### Actions you can take:

- If there's an assailant, stay behind a closed door (or any other barriers available) and avoid contact with them and any location they're in.
- If you are confronted with an individual who is threatening you, take whatever measures are necessary to see to your safety and get into a safe location. Choices may include:

**RUN** Run away.

**HIDE** If you are unable to run away safely, hide in a safe location—behind a lockable door, if possible.

**FIGHT** As a last resort, take whatever measures are necessary to provide for your safety.

## EMERGENCY SIRENS: BUILDING 325/RADIOCHEMICAL PROCESSING LABORATORY ONLY

If you're a visitor to Building 325/Radiochemical Processing Laboratory, you may receive a briefing on facility-specific alarms from your host. Other 300 Area sirens are as follows:

### Steady tone on whistle, klaxon horn, or siren: Area Evacuation

Vacate building and proceed to staging area. Personnel in vehicles shall proceed to the nearest facility staging area and report to the Building Emergency Support Coordinator or Staging Area Supervisor.

### Wavering siren or short blasts on whistle, klaxon horn, or siren: Take Cover (Shelter)

Proceed to shelter or stay indoors. Close all exterior doors, turn off intake ventilation (as applicable), and notify manager of whereabouts.

Personnel in vehicles shall proceed to the nearest occupied facility and report to facility management. Staff should refrain from eating and drinking during a take cover event if physically able.



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