ACCELERATOR DIVISION DEPARTMENTAL PROCEDURE

ACCELERATOR OPERATIONS DEPARTMENT

ADDP-OP-0009

.NON-FOOTPRINT AREA FIRE EMERGENCY RESPONSE

MCR

PREPARED BY ___*Joe Compton*___ DATE *12/8/2021*

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APPROVED BY ___*Todd Sullivan*___ DATE *12/09/2021*

Todd Sullivan
AD Operation Department Head

REVISION NO. ___1___   REVISION ISSUE DATE ___12/8/2021___

REVIEW AND CONCURRENCE RECORD

REVIEWED BY _____ DATE _____
Eric Schlatter
ES&H Section AD Division Safety Officer

Author	Description of Change	Revision Date
Joe Compton	Updated for the required procedure format. Added Attachment 1 flow chart.	12/8/21

1.0   PURPOSE AND SCOPE

The purpose of this Accelerator Division Departmental Procedure (ADDP) is to establish and define Fermilab Accelerator Division Operations Department Main Control Room (MCR) response to a report of fire in a non-footprint area. (Areas outside of the MCR and surrounding areas including: X-Gallery, Linac Gallery, Booster Galleries & Transfer Gallery).

2.0   RESPONSIBILITIES

2.1   Crew Chief or designee shall initiate response by following the included instructions.

2.2   Operators in the MCR shall follow the following included instructions.

3.0   INSTRUCTIONS

3.1   Fire in a non-footprint area.

3.1.1   During an active fire alarm or a report of fire/smoke, the Crew Chief or designee shall ensure that emergency dispatch has been notified (which may require calling x3131).

3.1.2   Disable beam to the affected area.

3.1.3   Crew Chief shall dispatch a field team to meet with the Fermilab Fire Department (FFD).

3.1.4   The FFD will access if the fire alarm is real.

    a. If the FFD determines that the alarm is not real:
        i. Wait for the Incident Commander to declare that the emergency is over.
        ii. Resume beam operations.
    b. If the FFD determines that the alarm is real:
        i. The Crew Chief shall report to the Incident Commander at the scene.
        ii. Prepare the location for entry.
            1. Turn off the appropriate power supplies.
            2. Check for possible hazards.
        iii. Compile occupant list.
        iv. Attempt to locate missing persons by using phone calls and/or tunnel pages.
        v. Contact appropriate expert personnel as needed.

      vii.   Collect information from the field team.

     viii.   Assist the Incident Commander until the emergency is declared over.

      ix.   Initiate recovery maintaining appropriate access control.

Note: The Incident Commander may request that an expert, who is familiar with the area, enter the building/enclosure to help with the investigation. The expert who enters the building/enclosure will be escorted by the Fire Department at all times.

Note: Attachment 1: Fire Emergency Response Procedure – MCR (Non-Footprint Area) contains a flow chart listing the steps of this procedure and is attached to this procedure.
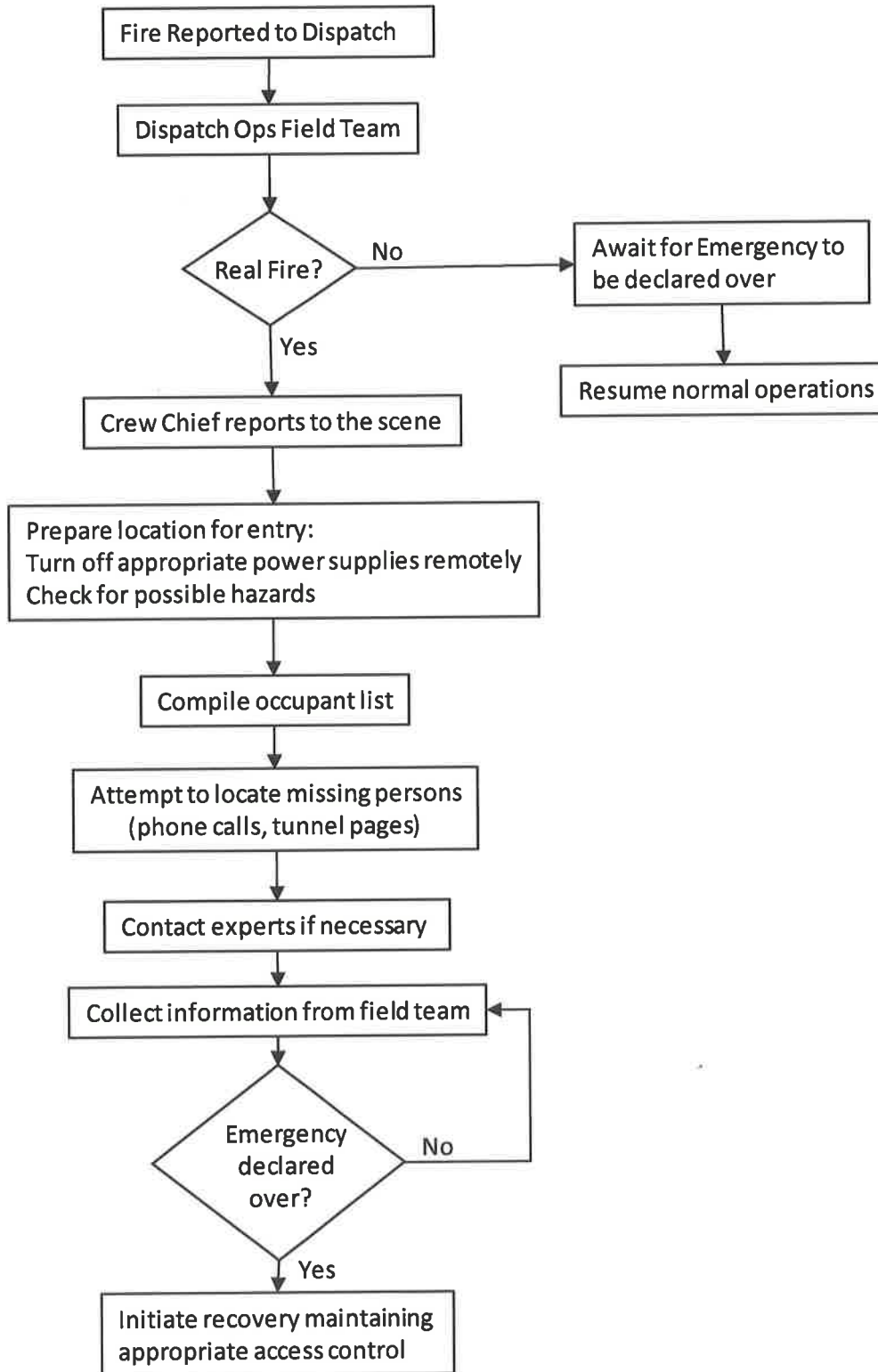
3.1.5   Resume beam operations when able.

4.0   **DISTRIBUTION**

4.1   An electronic controlled copy of this procedure is maintained on the AD Operations website at: https://operations.fnal.gov/ops/addp.html.

Fire Emergency Response Procedure - MCR (Non-Footprint Area)

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┌─────────────────────────────┐
│   Fire Reported to Dispatch  │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Dispatch Ops Field Team    │
└─────────────────────────────┘
              │
              ▼
         ╱─────────╲                        ┌───────────────────────────┐
        ╱ Real Fire? ╲ ──── No ──────────▶  │ Await for Emergency to     │
        ╲           ╱                        │ be declared over           │
         ╲─────────╱                         └───────────────────────────┘
              │                                         │
             Yes                                        ▼
              │                              ┌───────────────────────────┐
              ▼                              │ Resume normal operations   │
┌─────────────────────────────┐             └───────────────────────────┘
│ Crew Chief reports to the    │
│ scene                        │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────────────────────┐
│ Prepare location for entry:                  │
│ Turn off appropriate power supplies remotely │
│ Check for possible hazards                   │
└─────────────────────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Compile occupant list      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Attempt to locate missing    │
│ persons (phone calls,        │
│ tunnel pages)                │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Contact experts if necessary │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐  ◀─────┐
│ Collect information from     │        │
│ field team                   │        │
└─────────────────────────────┘        │
              │                         │
              ▼                         │
         ╱──────────╲                   │
        ╱ Emergency  ╲ ──── No ─────────┘
        ╲ declared   ╱
         ╲ over?     ╱
          ╲────────╱
              │
             Yes
              │
              ▼
┌─────────────────────────────┐
│ Initiate recovery maintaining│
│ appropriate access control   │
└─────────────────────────────┘
```