

ACCELERATOR DIVISION DEPARTMENTAL PROCEDURE

ACCELERATOR OPERATIONS DEPARTMENT

ADDP-OP-0010

NON-FOOTPRINT AREA FIRE EMERGENCY RESPONSE

Field

PREPARED BY Joe Compton DATE 12/22/2021  
Joe Compton  
AD Operations Department

APPROVED BY Todd Sullivan, UID:sullivan DATE 12/23/21  
Digitally signed by Todd Sullivan,  
UID:sullivan  
Date: 2021.12.23 09:22:00 -06'00'  
Todd Sullivan  
AD Operations Department Head

REVISION NO. 1


REVISION ISSUE DATE 12/22/2021

CONTROLLED DOCUMENT

Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

REVIEW AND CONCURRENCE RECORD

REVIEWED BY Eric Schlatter, UID:eschlatt Digitally signed by Eric Schlatter,  
UID:eschlatt  
Date: 2021.12.23 07:57:49 -06'00' DATE 12/23/21  
**Eric Schlatter**  
**ES&H Section AD Division Safety Officer**

REVIEWED BY  DATE 12/22/21  
**Matthew Quinn**  
**ES&H Section Senior Radiation Safety Officer**

**CONTROLLED DOCUMENT**

**Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.**

<b>Author</b>	<b>Description of Change</b>	<b>Revision Date</b>
Joe Compton	Updated for the required procedure format. Added Attachment 1 flow chart.	12/14/21

**CONTROLLED DOCUMENT**

Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

1.0 PURPOSE AND SCOPE ..... 1

2.0 RESPONSIBILITIES ..... 1

3.0 INSTRUCTIONS ..... 1

4.0 DISTRIBUTION ..... 2

ATTACHMENT 1: FIRE EMERGENCY RESPONSE PROCEDURE – FIELD (NON-  
FOOTPRINT AREA) ..... 1

**CONTROLLED DOCUMENT**

**Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.**

## 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) field 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 and select a field team.
- 2.2 Operators on the field team shall follow the following included instructions.
- 2.3 Fermilab Fire Department Officer in Charge will become the Incident Commander upon arriving on scene.
- 2.4 The area Radiation Safety Officer will provide assistance if required for a fire involving radioactive materials.

## 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 The Crew Chief or designee shall designate a field team of operators to respond to the Non-Footprint area with a hand held radio.
  - 3.1.3 Determine if there is smoke or fire present and inform the MCR.

Note: The field team shall not place themselves in danger and shall not enter the building. If it cannot be determined if there is smoke or fire present, the field team shall wait for the Fermilab Fire Department (FFD) to arrive and report to the Incident Commander (IC).

- 3.1.4 Once the Fermilab Fire Department arrives, the field team shall report to the Incident Commander (IC) and assist. The Incident Commander is now in control of the scene.

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.

### CONTROLLED DOCUMENT

Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

- 3.1.5 If the Incident Commander determines the fire is:
- a. Not real: the field team shall inform the MCR and remain to assist the IC until the emergency is declared over (10-99).
  - b. Real:
    - i. The field team shall inform the MCR and request Crew Chief presence at the scene.
    - ii. The field team shall attempt to locate any missing personnel in the evacuation area. **Do not enter the building.**
    - iii. The field team shall request the MCR to contact the area RSO for assistance for an area with radiation postings, or if unsure to determine if radioactive materials may be involved. If no radioactive materials are involved, continue to assist the IC until the emergency is declared over (10-99).
- 3.1.6 After consulting with the area RSO, if there are radioactive materials involved, the field team/Crew Chief shall perform the following:
- a. Communicate RSO advice to the Incident Commander until Radiation Safety personnel arrive on scene.
  - b. Continue to update the MCR and assist the Incident Commander throughout the incident.
  - c. After the emergency is declared over (10-99), area RSO approval is required for entry into the affected area.
- 3.1.7 Initiate recovery maintaining appropriate access control.
- Note: Attachment 1: Fire Emergency Response Procedure – Field (Non-Footprint Area) is attached to this procedure which contains a flow chart of this procedure for reference.
- 3.1.8 Return to the MCR. Resume beam operations once repairs are made and the appropriate approvals are given.

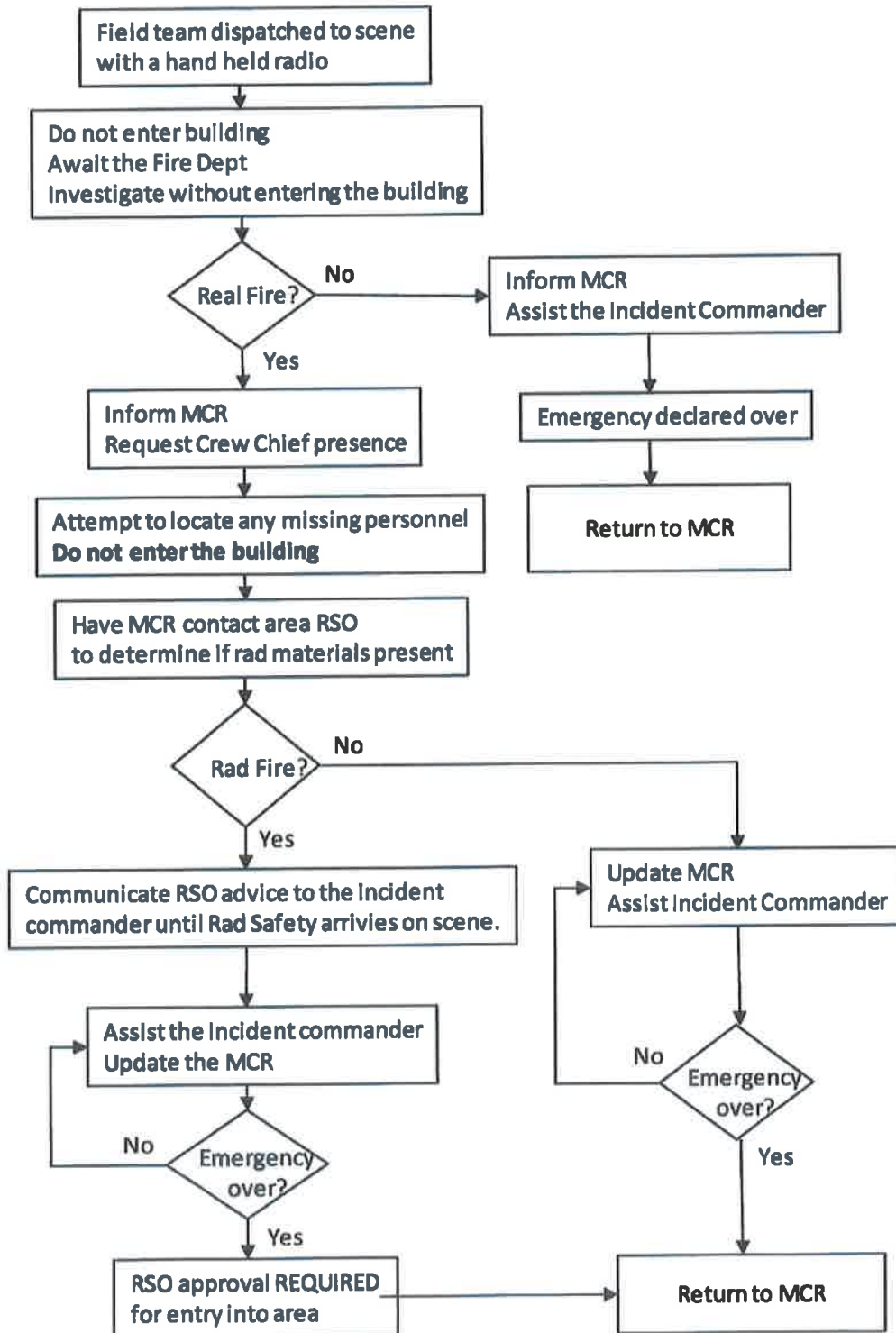
#### 4.0 DISTRIBUTION

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

CONTROLLED DOCUMENT

Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

**Fire Emergency Response Procedure - Field (Non-Footprint Area)**



**CONTROLLED DOCUMENT**

Users are responsible for ensuring they are working to the latest approved revision. Printed or electronically transmitted copies are uncontrolled.

