

ACCELERATOR DIVISION DEPARTMENTAL PROCEDURE

ACCELERATION OPERATIONS DEPARTMENT

ADDP-OP-0019

Tornado Warning MCR Emergency Response

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REVISION NO. 1.0

REVISION ISSUE DATE 1/19/2022

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REVIEW AND CONCURRENCE RECORD

REVIEWED BY 1/20/22  DATE 1/20/22
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| Author | Description of Change | Revision Date |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| Joe Compton | Added sections 3.1.3 and 3.1.4 Added link to the Distribution section Changed Attachment 1 name to Figure 1. Added the emergency pager. Changed to Security Operations Center. | 1/19/22 |
| Walter Kissel | Added paging system image | 8/24/21 |
| Walter Kissel | Updated required procedure format. Added flow chart. | 3/25/21 |

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FIGURE 1: PAGING STATION – TORNADO1

ATTACHMENT 1: TORNADO EMERGENCY RESPONSE1

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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 tornado warning.

2.0 RESPONSIBILITIES

- 2.1 Crew chief or designee shall initiate response by following included instructions.
- 2.2 Operators in the MCR shall follow the following included instructions.

3.0 INSTRUCTIONS

- 3.1 Tornado Warning in effect as declared by the Security Operations Center.
 - 3.1.1 Activate Footprint area Tornado warning located at the paging station in the Main Control Room, located by the Duty Assistant's desk. (See Figure 1: Paging Station – Tornado Warning).
 - 3.1.2 Remove and maintain control of:
 - a. **HEP key**
 - b. **NTF key**
 - c. **FAST key**
 - 3.1.3 MCR personnel shall evacuate to the basement tornado shelter located across from the MAC room. The Crew Chief or designee shall remove and maintain possession of the emergency pager located on the Crew Chief's desk.

Note: Operators who are in the field away from the Footprint area, shall evacuate to the tornado shelter in the area they are located.

Note: A flow chart listing the steps of this procedure are attached to this procedure. (Attachment 1: Tornado Emergency Response).

- 3.1.4 Remain in the shelter until an "All Clear" is issued by the Security Operations Center.

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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>.

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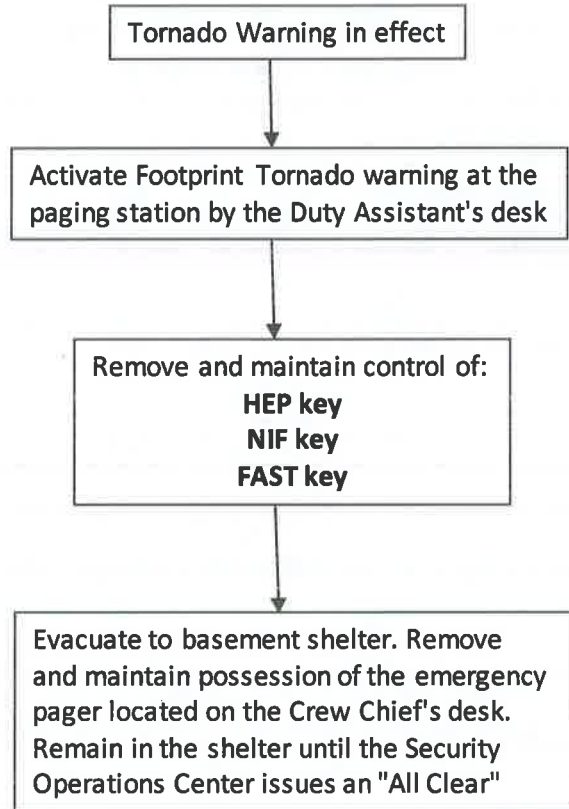
Figure 1: Paging Station – Tornado Warning (see green arrows)



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Tornado Emergency Response



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