

*If you are using a printed copy of this procedure, and not the on-screen version, then you **MUST** make sure the dates at the bottom of the printed copy and the on-screen version match. The on-screen version of the Collider-Accelerator Department Procedure is the Official Version. Hard copies of all signed, official, C-A Operating Procedures are kept on file in the C-A ESHQ Training Office, Bldg. 911A.*

C-A OPERATIONS PROCEDURES MANUAL

3.1 Emergency Procedures to be Implemented by the Department Emergency Coordinator

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Attachments

Hand Processed Changes

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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

R. Karol

3.1 Emergency Procedures to be Implemented by the Department Emergency Coordinator

1. Purpose

This document defines procedures to be implemented by the Department Emergency Coordinator (DEC) in the event of an emergency, as defined in the Collider-Accelerator Local Emergency Plan ([OPM 3.0](#)). The purpose of this procedure is to afford all possible assurance of the:

- A. safety and well-being of personnel,
- B. implementation of the appropriate emergency procedures,
- C. notification of Fire/Rescue and other BNL personnel,
- D. maintenance of an appropriate emergency status,
- E. preservation and protection of the environment,
- F. preservation of government facilities and equipment.

2. Responsibilities

2.1 The DEC is responsible for directing departmental emergency operations and accident assessment. The DEC succession list is assigned according to the table below:

Status	DEC
Operations Coordinator on shift	1. MCR Operations Coordinator 2. Local Emergency Coordinator/CAS Watch 3. ESH Coordinator/ESHQ Division Head
Shutdown	1. Local Emergency Coordinator/CAS/Watch 2. ESH Coordinator 3. ESHQ Division Head

2.2 The Laboratory Emergency Supervisor (LES), or Incident Commander (IC), may formally take charge from the DEC. The DEC shall identify himself to the LES/IC.

3. Prerequisites

- 3.1 Verified training in Reference 7.1.
- 3.2 Familiarity with the geographical layout of the Collider-Accelerator complex.
- 3.3 Familiarity with BNL communications network.

4. Precautions

The safety of personnel is of paramount importance. The DEC should take great care to not give instructions, or be misinterpreted as giving instructions to personnel, which might place them in the way of physical harm.

5. Procedures

Operators need not look up the emergency procedures when taking immediate actions in emergency situations, but procedures shall be reviewed immediately after to validate the action.

In the course of an emergency situation the DEC may choose to suspend OPM procedures for normal operations. For example, he may suspend the requirement that persons sign a log sheet before entering a high radiation area. At the conclusion of the emergency situation, the consequences of those decisions must be addressed; for example, the high radiation area must be re-secured after a formal sweep of the area following OPM procedures.

- 5.1 Identify the location of the emergency and respond to the Command Post (CP).
- 5.2 Verify that an announcement to switch radio has been made.
- 5.3 Identify yourself as "Dee Eee Cee" in all radio communications.
- 5.4 Establish communications with the LEC.
 - 5.4.1 If communications cannot be established, or the LEC is not available, the DEC will function as the on-site LEC.
- 5.5 On arrival at the CP, don the red hat labeled "DEC" and identify yourself to the Fire/Rescue Captain and other emergency personnel.

- 5.6 Maintain the emergency scene clear of all non-essential personnel.
- 5.7 Ensure that the Collider-Accelerator complex is maintained in a status commensurate with the type and location of the emergency. This includes:
 - 5.7.1 Verify that the Emergency Call-Down List and any other appropriate notifications have been initiated (see [OPM-ATT 3.0.a](#), Reference 7.2).
 - 5.7.2 Maintain communications with the LEC and the BNL Emergency Forces. Transmit information and recommendations when appropriate.
 - 5.7.3 Allow only authorized personnel with appropriate protective equipment (e.g., SCBA and turnout coat) to enter the hazardous area.
 - 5.7.4 Suspend any operator trainee operation of equipment which may be related to the incident to ensure safe and reliable operations.
- 5.8 At the request of the IC, turn over command and control to the IC, and provide assistance.
 - 5.8.1 Confer with the IC to determine the appropriate Emergency Response Level (i.e., Unusual Event, Alert or Site Emergency).
 - 5.8.2 Identify the LEC to the IC.
 - 5.8.3 Inform the LEC that the IC has taken command.
- 5.9 Assist others in their preparation of related reports.

6. Documentation

- 6.1 During operations, all DEC-related actions shall be recorded in the Operations Coordinator's Logbook.

7. References

- 7.1 [C-A-OPM 3.0, " Local Emergency Plan for the Collider-Accelerator Department"](#).
- 7.2 [C-A-OPM-ATT 3.0.a "Emergency Call-Down List"](#).
- 7.3 [Laboratory Emergency Plan](#).

8. Attachments

None