

*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

3.2 Emergency Procedures to be Implemented by the
Local Emergency Coordinator

Text Pages 2 through 5

Attachments

Hand Processed Changes

<u>HPC No.</u>	<u>Date</u>	<u>Page Nos.</u>	<u>Initials</u>
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Approved: _____ *Signature on File* _____
Collider-Accelerator Department Chairman Date

R. Karol

3.2 Emergency Procedures to be Implemented by the Local Emergency Coordinator

1. Purpose

This document defines procedures to be implemented by the Local Emergency Coordinator (LEC) in the event of an emergency, as defined in Reference 7.1. The purpose of this procedure is to afford all possible assurance of the:

- safety and well-being of personnel,
- implementation of the appropriate emergency procedures,
- prompt notification of the Department Emergency Coordinator (DEC), MCR, Fire/Rescue, and other BNL personnel,
- maintenance of an appropriate Collider-Accelerator emergency status,
- preservation and protection of the environment,
- preservation of government facilities and equipment.

2. Responsibilities

- 2.1 During normal working operation hours the primary LEC, or the Alternate LEC, shall be the person responsible for the respective areas. The LEC is the individual charged with the responsibility of protecting personnel, facilities, and equipment, in the area for which he/she is designated LEC. The primary LEC is also responsible for attempting to account for all personnel from the area in an emergency. It is the Primary LEC's responsibility to alert the DEC and BNL management of hazardous and/or emergency situations, and to perform other duties necessary to assure meeting the purpose of this procedure. A list of LEC's is available from the [SBMS Subject Area on Emergency Procedures](#).
- 2.2 The LEC shall fulfill all of the emergency responsibilities required until, and unless, relieved from independent action by the DEC or Incident Commander (IC). The LEC is to be informed of this transfer of responsibility at the time it occurs. At this time the LEC shall assist the DEC, and/or IC, in fulfilling LEC and other responsibilities as deemed necessary by the DEC and/or IC.
- 2.3 In the event the primary LEC is not available, the Collider-Accelerator Support (CAS) Watch Supervisor shall act as LEC for buildings in the Collider-Accelerator Complex. If the primary LEC arrives, he/she shall take over for the CAS Watch. The CAS Watch is the primary LEC for the RHIC experimental facilities, and shall assume LEC duties from the Experimental Shift Leader upon arrival.
- 2.4 Under special, potentially hazardous circumstances, specially trained LECs are designated.

- 2.4.1 The Cryogenic Shift Supervisor shall be the LEC for the RHIC or g-2 cryogenic complex.
- 2.4.2 When the Tandem van de Graaff is operating, the operator-in-charge (OIC) shall act as the LEC for Building 901A.
- 2.4.3 The Experiment Spokesperson, or Shift Leader, shall be LEC advisor for each experiment. It is the responsibility of the Experiment Spokesperson/Shift Leader to assure that all personnel involved with the experimental apparatus are trained in the procedures, and that the procedures are posted locally.
- 2.4.4 When on shift, the Power Room Operator shall be the LEC advisor for Buildings 928, 929, the 90-day Hazardous Waste Accumulation Area, and if operating, the Westinghouse Power Room (911).

3. **Prerequisites**

- 3.1 Verified Training in Reference 7.1.
- 3.2 Familiarity with geographical areas of responsibility, including location of fire extinguishers, phones, and fire alarms.
- 3.3 Familiarity with the safety aspects and potential hazards of equipment in geographical areas of responsibility.
- 3.4 Familiarity with all posted chemicals, solvents, and potentially hazardous or flammable materials, in geographical areas of responsibility.
- 3.5 Familiarity with the BNL communications network.

4. **Precautions**

The safety of personnel on location is of paramount importance. The LEC should avoid personal risk when performing LEC duties. The LEC 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.

Note:

If an emergency situation occurs that requires CAS personnel to act as LEC, and CAS are securing a primary beam enclosure, then they shall abort the sweep, inform the Operations Coordinator, and leave the enclosure by the nearest exit to assume LEC duties.

5. Procedures

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

LEC responsibilities are found in the SBMS Subject Areas, “Emergency Preparation - Local Emergency Coordinator”, and “Emergency Response - Local Emergency Coordinators”.

- 5.1 In addition, LECs within the Collider-Accelerator Complex shall ensure that the emergency call-down list has been initiated, and personnel with pertinent knowledge and skills are responding. Do not leave the Command Post without informing the DEC or IC. If possible, designate someone to verify the call-down.
- 5.2 Initiate communications with the DEC, and/or personnel in the MCR, and notify them of the CP and emergency. If necessary, the DEC, and/or MCR personnel, will inform BNL emergency personnel of the CP location.
- 5.3 Switch radio communication frequency to the “Fire” frequency either when instructed to do so by MCR or when you hear the Fire Rescue Group report on the radio that they are responding to the C-A complex.
- 5.4 Adjourn and stay at the CP, and instruct the arriving DEC, and/or IC and BNL emergency personnel, of the:
 - A. potential hazards to personnel,
 - B. nature and magnitude of the emergency, and
 - C. associated conditions, such as the existence of flammable, radioactive, or other potentially hazardous materials, at the site of the incident.
- 5.5 Stay at the CP and assist and consult with the DEC, and/or IC, S&HS, Radiation Control, and other BNL emergency staff, in duties related to the protection of personnel, control and containment of the emergency, and the preservation of government equipment and facilities.
- 5.6 The primary LEC shall replenish any spill control supplies used during the incident.
- 5.7 Assist others in their preparation of related reports.

6. **Documentation**

Chemical inventories are available on the Safety & Health Services Chemical Management Web Page, http://www.bnl.gov/esh/shsd/cms/main_i.htm,
/Queries & Reports/Building Inventory Reports/Sorted by Bldg/Room

7. **References**

7.1 [C-A OPM 3.0 "Local Emergency Plan for the Collider-Accelerator Department"](#).

8. **Attachments**

None