Revision Record

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<tr>
<td>R000</td>
<td>Aug 10th, 2009</td>
<td>All</td>
<td>Original Release</td>
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Floor Coordinator Incident Response Procedures.

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1. Introduction

1.1 Definition of an Incident
An incident is defined as an event causing injury to one or a small number of personnel or creating an immediate danger of such injury, causing substantial property damage or program delay, or involving a release of hazardous materials, but which:

- Does not seem likely to exceed the capabilities of the normal technical or public safety crews available to the site, and
- Is not likely to endanger the public.

Incidents are generally characterized by the fact that they can be dealt with in a normal manner by summoning such technical support, fire crews, medical services, or law enforcement services as may be appropriate, and that there is little likelihood that hazards or damage will increase in severity with time. No change to the normal laboratory responsibilities or programs is required in the case of incidents. See Guideline 8 of the *SLAC Guidelines for Operations* [SLAC-I-010-00100-000]

A site-wide emergency is defined as a situation posing a significant and continuing threat to people or property, and which appears likely to exceed the capabilities of the normal technical or public safety crews available to the site. See Guideline 8 of the *SLAC Guidelines for Operations* [SLAC-I-010-00100-000]

The Floor Coordinators may witness an incident or may be notified of an incident by telephone, radio, or by an individual.

1.2 Role of the Floor Coordinator in Incident Response
In the event of an incident or site-wide emergency, the Floor Coordinator shall follow these steps in order:

1) Assess what type of incident is occurring.

2) Perform immediate incident response as detailed in the following pages.

3) Whatever the type of incident, the Floor Coordinator must notify and work in close collaboration with the EOIC at Main Control (X2151), who is the designated site Person In Charge in the case of any incident. The Floor Coordinator shall provide information to and take direction from the EOIC for the duration of any incident or site-wide emergency.
2. Medical Incident or Fire

Caution! If, at any time during this procedure, it appears likely that the medical incident or fire will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering:

- an area where there may be fire, smoke, oxygen-deficiency, or a suspected hazardous atmosphere, or
- a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Step 1: In the event of a fire alarm sounding, or a witnessed fire, explosion, or smoke, evacuate the building as per the NEH Building Emergency Plan.

Step 2: From a safe location, call 9-911, unless you know that the PAFD is already responding to the incident. Inform the PAFD dispatcher:

- The nature of the incident.
- If you have direct knowledge that an actual fire exists. (The PAFD will send additional resources for verified fires.)

Step 3: Call 5555 to report the 911 call.

Step 4: Call the EOIC; inform them of nature of the incident and that 911 and 5555 calls have already been made. As specified in the MCC Incident Response Procedure, the EOIC or delegate will get an operations two-way radio and go to the location of the incident.

Step 5: Upon arrival at the scene of the incident by the EOIC or their delegate, the EOIC becomes the Person in Charge as defined in section 4.3.3 of the SLAC Emergency Preparedness Plan [SLAC-I-730-0A14A-001-R002]. If requested, the Floor Coordinator will provide information and assistance to the EOIC and/or emergency responders at the scene of the incident. Depending on the nature of the incident, the EOIC incident response procedure may require Floor Coordinator assistance in executing any of the following steps:

- For an injury in a Radioactive Material Management Area (RMMA), or if radiological contamination of an injured person is suspected, the EOIC will contact the Radiation Safety Officer, the Radiological Controls Manager, or Radiation Protection Field Operations.
Floor Coordinator Incident Response Procedures

- If injuries require hospital treatment, the EOIC will notify Associate Lab Director level management.
- If the incident is a reportable occurrence, the EOIC will notify the Facility Manager and begin the occurrence reporting process.

Step 6: Work with the EOIC to notify the affected Building Manager and Area Manager, and notify the Floor Coordinator Supervisor.

Step 7: If the experimental program is affected, notify the Program Coordinator.

Step 8: Record all actions taken in the Floor Coordinator Operations Electronic Logbook. If the e-log isn’t available, record all actions in the paper log book. Record all communications relating to anyone who possibly needs medical attention, even if medical attention is refused.

Step 9: Depending on the consequential conditions arising from the incident, the EOIC may require Floor Coordinator assistance in contacting the appropriate resources as shown in the table below:

<table>
<thead>
<tr>
<th>Consequential Condition</th>
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</tr>
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<tr>
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<td>Oxygen content of the air is questionable as a result of this incident (such as a nitrogen leak).</td>
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<td>Air is questionable as a result of this incident.</td>
<td>ES&amp;H Chemical and General Safety (CGS) Department Industrial Hygienist</td>
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<tr>
<td>Electrical power or water systems were turned off in response to the incident.</td>
<td>CEF Fire Alarm Technicians to restore or confirm operation of the fire safety systems</td>
</tr>
<tr>
<td>Structural integrity of the building is questionable.</td>
<td>A member of the CEF Department Building Assessment Team (BAT)</td>
</tr>
<tr>
<td>Facility or any equipment needs to be repaired.</td>
<td>Responsible group(s)</td>
</tr>
</tbody>
</table>
3. Radiological Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in Section 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Caution! Do not delay medical treatment of serious injuries because of radiation exposure.

Step 1: Determine if there is actual or suspected radiation exposure of 10 rem or more to any part of the body, or radioactive contamination resulting from ingestion, absorption, or wound contamination of hazardous amounts of radioisotopes.

Note: “Hazardous amounts” do not have a simple operational definition. When in doubt, interpret this in the direction of patient safety.

Step 2: If safe to do so, the Floor Coordinator should take these immediate steps to limit further exposure of personnel to radiation:

- Insert the NEH Stoppers (S1, S2, SH1)
- Direct personnel away from the radiation source.
- If it is not safe to insert the NEH Stoppers (S1, S2, SH1) and the radiation threat persists, evacuate the building as per the NEH Building Emergency Plan [SLAC-I-030-30400-001].

Step 3: Contact the EOIC and inform them of the situation. The EOIC will refer to the Call-in Lists (Radiological Support section) to contact the Radiation Safety Officer or the Radiological Controls Manager for guidance in obtaining:

- Medical treatment for radiation exposure.
- Measurement of TLD by Radiation Protection Field Operations (RPFO) or Radiation Protection Department.

Note: The Floor Coordinator will assist the EOIC in trying to preserve all evidence and contributing conditions in order to allow retrospective dose assessment.

Step 4: Call 5555 to inform security of the situation.
Step 5: Contact the following members of XFD Management:
    • The XFDSO
    • The Floor Coordinator Supervisor

Step 6: If not already done, notify the EOIC of the incident. If the incident is a reportable occurrence, the EOIC will follow the procedures in the SLAC Workbook for Occurrence Reporting and notify the Facility Manager.

Step 7: Notify the affected Building Manager and if applicable, the Area Manager.

Step 8: If the experimental program is affected, notify the Program Coordinator.

Step 9: After the EOIC consults with the Radiation Safety Officer or the Radiological Controls Manager, and senior management allow, refer to the Call-in Lists to contact the appropriate staff to begin the repair of equipment and facilities.

Step 10: Record all actions taken in the Floor Coordinator Electronic Logbook. If the e-log isn’t available, record all actions in the paper log book.
4. Security Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in Section 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Step 1: If an urgent response seems necessary (immediate hazard to people or problem increasing with time), proceed to the next step; if not, go to Step 5.

Step 2: Call the PAFD at 9-911 and explain the nature of the incident. The dispatcher will contact the necessary resources such as the sheriff or highway patrol. Note: Law enforcement personnel must first secure the scene before other responders are able to carry out their responsibilities.

Step 3: Call 5555 and to notify SLAC Security of the 911 call and to request that SLAC Security direct the responders from the main gate to the location of the incident.

Step 4: Contact the EOIC and inform them of the situation. The EOIC will contact the SLAC Director or Acting SLAC Director.

Step 5: If other security problems arise (unauthorized persons seen climbing fences or removing SLAC property from buildings), call the SLAC Security Guard (Ext. 2551) to investigate. If necessary, request that SLAC Security preserve all conditions which may require investigation or follow-up.

Step 6: If the incident is a reportable occurrence, the EOIC will follow the procedures in the SLAC Workbook for Occurrence Reporting and notify the Facility Manager.

Step 7: Notify the affected Building Manager, the Area Manager, and the Floor Coordinator Supervisor.

Step 8: If the accelerator program is affected, notify the Program Coordinator.

Step 9: Record all actions taken in the Floor Coordinator Electronic Logbook. If the e-log isn’t available, record all actions in the paper log book.
Floor Coordinator Incident Response Procedures

*Note: If any of the following consequential conditions exist, work with the EOIC to use the SLAC Emergency Resource Database and the Call-in Lists to contact the appropriate responsible people and inform them of the situation.*

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5. Environmental Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Step 1: If you are qualified, and it is safe to do so, take action to contain the spill and/or stop the release.

Step 2: If an urgent response by emergency responders seems necessary (immediate hazard to people or problem increasing with time), proceed to the next step; if not, go to Step 3.

Step 3: Call the PAFD at 9-911, then call 5555 to report the 911 call.

Note: If necessary, request to have SLAC Security preserve all conditions which may require investigation or follow-up.

Step 4: Call the EOIC to inform him or her of the situation. If the incident is a reportable occurrence, the EOIC follow the procedures in the SLAC Workbook for Occurrence Reporting and notify the Facility Manager.

Step 5: Notify the affected Building Manager, the Area Manager, and the Floor Coordinator Supervisor. Explain that the Building Manager or Area Manager should initiate clean-up activities or other mitigating activities as appropriate.

Step 6: If the experimental program is affected, notify the Program Coordinator.

Step 7: Record all actions taken in the Floor Coordinator Operations E-Log. If the e-log isn’t available, record all actions in the paper log book.
Note: If any of the following consequential conditions exist, work with the EOIC to use the SLAC Emergency Resource Database and the Call-in Lists to contact the appropriate responsible people and inform them of the situation.

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6. Facility Integrity and/or Maintenance Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in Section 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Step 1: Notify the affected Building Manager, Area Manager, and the Floor Coordinator Supervisor.

Step 2: Call the EOIC to inform them of the situation. If the incident involves facilities or property under the control of the XFD, then oversee maintenance for that equipment through the normal channels.

Step 3: Refer the Call-in Lists to notify maintenance staff to carry out repairs as needed.

Step 4: If the incident is a reportable occurrence, the EOIC will follow the procedures in the SLAC Workbook for Occurrence Reporting and notify the Facility Manager.

Step 5: If the experimental program is affected, notify the Program Coordinator.

Step 6: Record all actions taken in the Floor Coordinator Operations E-Log. If the e-log isn’t available, record all action in the paper log book.

Note: If any of the following consequential conditions exist, work with the EOIC to use the SLAC Emergency Resource Database and the Floor Coordinator Call-in Lists to contact the appropriate responsible people and inform them of the situation.

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<tr>
<td>Facility or any equipment needs to be repaired.</td>
<td>Responsible group(s)</td>
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7. Power Outage Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in Section 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Note: If a building power outage is expected to persist for hours, the FC may leave the emergency assembly area only after:

- Being instructed to do so by the Floor Coordinator Supervisor,
- Posting a ‘No re-entry’ sign (included in the Floor Coordinator Emergency Preparedness Kit) at each of the building entrances, and
- Notifying the PAFD (if present), EOIC, and SLAC security of their departure and contact information.

Whenever there is a loss of power in the Near Experimental Hall, X-ray Tunnel, or Far Experimental Hall:

Step 1: Evacuate the building as per the NEH Building Emergency Plan [SLAC-I-030-30400-001]

Note: The building must be evacuated during a power outage due to the underground nature of the facility, the limited means of egress, the limited duration of emergency lighting power, and presence of oxygen displacing gasses in the experimental hutch.

Step 2: Call the EOIC from a safe location, share information, and coordinate the restoration of power. Assist and coordinate with the EOIC, who will make contact with support staff per the MCC Incident Response Procedure.

Step 3: Notify the Floor Coordinator Supervisor of the situation.

Note: Refer to the Floor Coordinator Call-in Lists to contact the appropriate personnel.

Note: Record all actions taken in the Floor Coordinator Operations E-Log. If the e-log isn’t available, record all actions in the paper log book.

Step 4: In coordination with the EOIC, contact the following persons or groups and request to have the specified actions performed in order to bring about restoration of power:
Floor Coordinator Incident Response Procedures

<table>
<thead>
<tr>
<th>Contact</th>
<th>Request Action</th>
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</table>
| Area Managers      | Oversee the restoration of power to experimental systems as follows:  
|                    |   ▪ Assess local status of utilities and help direct support group efforts.  
|                    |   ▪ Advise the Floor Coordinator on systems which may require long recovery times or special support group attention. |
| CEF Electricians   | Restore AC power to buildings and systems needed for experimental facilities operation, beginning with:  
|                    |   ▪ Near Experimental Hall (Bldg 950)  
|                    |   ▪ SLC Collider Hall (Building 750/751)  
|                    |   ▪ X-Ray Tunnel (Bldg 950) |

Step 5: When power has been restored, in coordination with the EOIC, contact the following persons or groups and request to have the specified actions performed in order to bring about restoration of fire alarm system functionality:

<table>
<thead>
<tr>
<th>Contact</th>
<th>Request Action</th>
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</table>
| CEF Fire Alarm Technicians     | Assess the status of the fire alarm and fire protection systems.  
|                                |   ▪ Provide the MCC control room operators and the Floor Coordinator with information about special conditions or persistent faults. |

Step 6: When fire alarm functionality has been restored, in coordination with the EOIC, contact the following persons or groups and request to have the specified actions performed in order to bring about restoration of ventilation in the experimental areas:

<table>
<thead>
<tr>
<th>Contact</th>
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</table>
| CEF HVAC Technicians           | Survey HVAC systems for the following key support buildings:  
|                                |   ▪ FEE & NEH (Building 950 HVAC unit) |

Note: Due to the oxygen displacing gases and cryogens in use in the NEH, general re-entry must not be permitted until HVAC functionality is restored.

Step 7: When HVAC building ventilation has been restored, there is no assurance that the oxygen deficiency monitors in the NEH are functioning correctly, and hazardous atmospheric conditions may be present in the building. Contact the following persons or groups and request to have the specified actions performed in order to determine that it is safe to re-enter:
Floor Coordinator Incident Response Procedures

<table>
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<th>Request Action</th>
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</table>
| Monday–Friday 07:00 to 17:00 ES&H Chemical and General Safety (CGS) Department Industrial Hygienist | • Determine whether it is safe to re-enter the NEH.  
• Restore proper operation of all oxygen deficiency monitors required in the *LCLS Interim Procedure for the use of Nitrogen for purging vacuum equipment in the NEH Hutches* [SLAC-I-030-30200-007] |

| Off Hours Palo Alto Fire Department | • Determine whether it is safe to re-enter the NEH.  
• Standby and monitor atmospheric safety while FC confirms that all oxygen deficiency monitors required in the *LCLS Interim Procedure for the use of Nitrogen for purging vacuum equipment in the NEH Hutches* [SLAC-I-030-30200-007] are operational.  
• If any required ODMs are found non-operational, standby and monitor atmospheric safety while ODM functionality is restored, or cryogen dewars are removed from the NEH. If restoration of ODM functionality is projected to take longer than removal of all cryogen dewars from the NEH would take, remove the dewars. When either all cryogen dewars have been removed from the NEH, or the ODM system functionality is restored, PAFD monitoring of atmospheric safety may end. |

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**Step 8:** When ODM functionality is restored, or all cryogen dewars have been removed from the NEH, the Floor Coordinator may permit general personnel re-entry to the NEH.

**Step 9:** Work with the EOIC to contact the following persons or groups and request to have the specified actions performed, and manage the priorities of their work:

<table>
<thead>
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<tbody>
<tr>
<td>Controls Department Software Engineers</td>
<td>Restart the control system when AC power is stable.</td>
</tr>
</tbody>
</table>
| CEF Mechanical Utilities | Restore operation of the following:  
  ▪ Site air compressor  
  ▪ Cooling water systems. |
| MFD Vacuum Technicians | Restore beamline vacuum pumps in the following: |
Floor Coordinator Incident Response Procedures

- FEE
- NEH
Check the vacuum interlocks and open the valves if clear. Note: This may require tunnel or hutch access and the use of a vacuum cart.

Step 10: Assess the status of all HPS and PPS hardware such as the status lights on the HPS Users Panel and in the HPS racks:

- Record all faults and possible causes in the Floor Coordinator Operations E-Log.
- If the status or behavior of the HPS / PPS system is not understood, preserve the system conditions and contact the PPS group. Notify the EOIC of the problem and coordinate and prioritize allocation of PPS group resources with MCC.
- If the search secure condition is lost, then perform the PPS interlock checks and search procedures to secure the hutch. See Search Procedures and PPS Interlock Checklists.

Step 11: Assess the control system hardware status (networks, IOCs, etc.)

- Attempt to reboot as needed.
- Attempt a local investigation if the remote reboot fails and if the Floor Coordinator has knowledge of the system.
- Contact the Controls Department hardware group for assistance as needed, coordinating priorities with the EOIC.

Step 12: Assign knowledgeable persons to perform walk-through inspections to identify undesirable conditions such as damaged equipment and water leaks.

Note: Area Managers and Instrument Scientists may be helpful in carrying this out.

Step 13: Turn on hardware needed for scheduled experimental program.
- Reset and turn on equipment remotely whenever possible and restore configurations.
- Assess MPS faults and attempt to clear.
- Coordinate with MCC to develop a priority list for each support group (especially those groups that have many problems to address) and communicate those priorities to group supervisors.
- Make entries in CATER for problems that are not being immediately addressed or which will potentially pose a significant delay to the program; i.e., those problems which are taking the longest to resolve.
8. Oxygen Deficiency Incident

Caution! If, at any time during this procedure, there is a medical incident or fire, follow the procedure in Section 2 and then return to this procedure.

Caution! If, at any time during this procedure, it appears likely that the incident will exceed the capabilities of the normal technical or public safety crews, then this is a site-wide emergency situation as specified in SLAC Guidelines for Operations, Guideline 8. See the Emergency Preparedness Plan for site-wide emergency response guidance.

Caution! Operations staff members should not expose themselves to danger by entering a high-voltage substation. Note: Qualified CEF high-voltage electricians and personnel they escort are the only personnel authorized to access SLAC high-voltage substations. See the High-Voltage Substations document.

Step 1: If any local ODM alarms are triggered, evacuate the hutch.

Step 2: If there is a life threatening emergency (eg. Someone was unable to evacuate) call 911. This constitutes a medical incident. Execute the procedure in Section 2 and then return to this procedure.

Step 3: If more than one oxygen deficiency monitoring sensor has triggered, call 5555 and report a possible oxygen deficiency hazard in the appropriate NEH Experimental Hutch. Re-entry will be controlled by the Responding Incident Commander.

Note: If only one oxygen deficiency monitor has triggered, this does not constitute an ‘Incident’ as defined in section 1.1 of this document. Refer to the LCLS Interim Procedure for Purging Vacuum Equipment in the NEH Experimental Hutches [SLAC-030-30200-007] for instructions on response to an alarm from a single ODM.

Step 4: Notify the EOIC at extension 2151. If the incident is a reportable occurrence, the EOIC will follow the procedures in the SLAC Workbook for Occurrence Reporting and notify the Facility Manager.

Step 5: Notify the Coordinator Supervisor, XFD Operations Head, and XFDSO.

Step 6: If the experimental program is affected, notify the Program Coordinator.

Step 7: Record all actions taken in the Floor Coordinator Operations E-Log. If the e-log isn’t available, record all action in the paper log book.