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Operational Safety Procedure

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Evacuation procedure for the CCC (874)

ABSTRACT:

This document describes the evacuation procedure for the CCC and the building 874 in general.

In the event that the CCC must be evacuated, for instance because of a fire, the accelerators must be put in a safe state and the TI operator can move to the emergency work station in building 65.

The present document provides procedures that have to be followed in a minimum time by the operators before leaving the CCC with accelerators in a SAFE mode.

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HISTORY OF CHANGES

REV. NO.	DATE	PAGES	DESCRIPTIONS OF THE CHANGES
0.0	201x-xx-xx	N	
8.0	2014-04-27		Updates after LS1 works, visitor centre and CV renovation
11.0	16-05-2014		Update after construction of visitor center
11.1	24-06-2014		Added Chris as author, update floor plans

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GENERAL information

Authority in case of Evacuation

In case of evacuation of the CCC, the TI operator or the TSO has the authority over all personnel present until the arrival on site of the fire brigade. The TI operator or the TSO can request the assistance and help of anyone present in the CCC, but preferably personnel trained as emergency guides.

Role of emergency guides

The emergency guide is a person who can lead other persons to the most appropriate emergency exit. He must also make sure that nobody re-enters the building after the evacuation.

In case somebody cannot leave the building (injured or otherwise) the emergency guide takes note of the position and state of the person and reports this to the fire brigade as soon as possible.

The emergency guide does not search for missing persons during the evacuation, however he does check as many rooms as possible on his way out as long as he considers it safe.

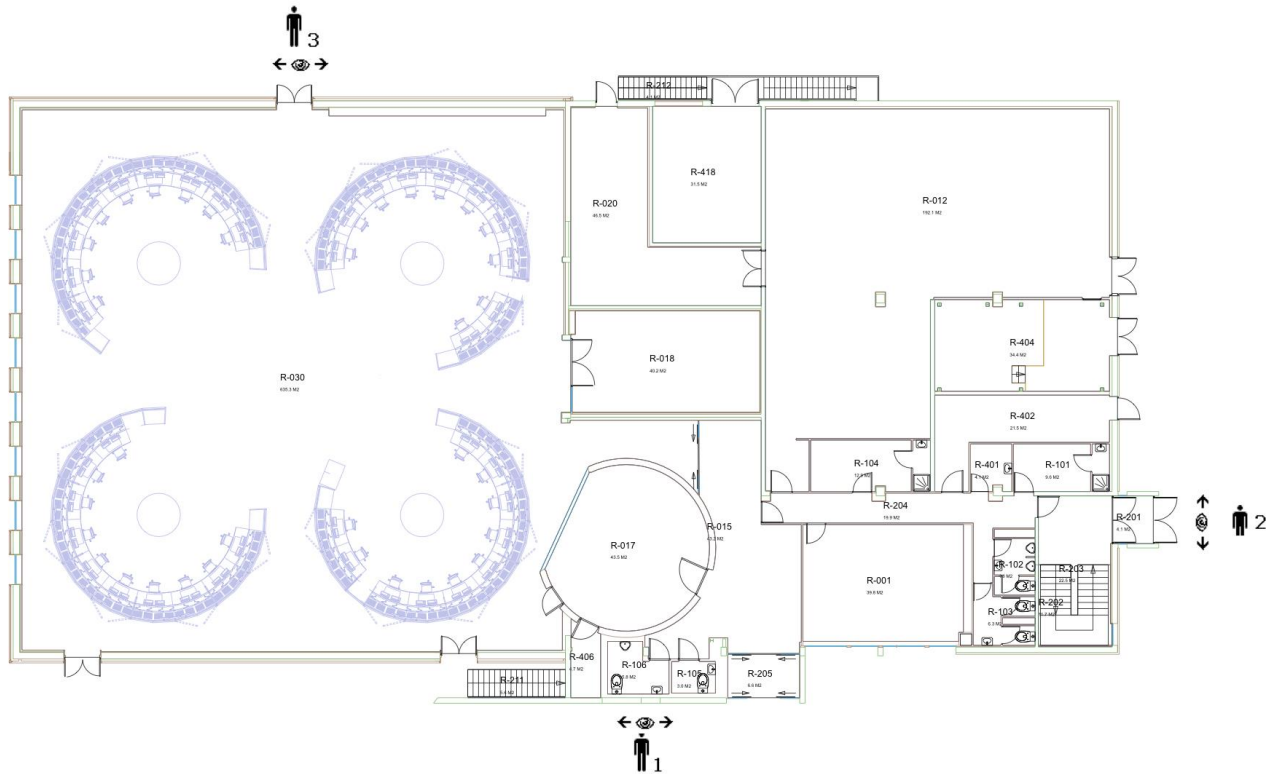
The emergency guide reports to the TSO or the TI operator after the evacuation. The TSO or TI operator collects all information and reports to the fire brigade when they arrive.

Positioning of emergency guides around the CCC

In case of an evacuation, the TI operator will select 3 persons present in the control room to act as emergency guides. The TI operator will assign each emergency guide to a given position in the list below:

1. Main exit of building, facing building 774. He also monitors the emergency exit and the stairs.
2. Secondary exit in front of BA3. This emergency guide also monitors the CCR emergency exit
3. Emergency exit in front of 18 kV transformers. This emergency guide also monitors the emergency exit of the telecom room.

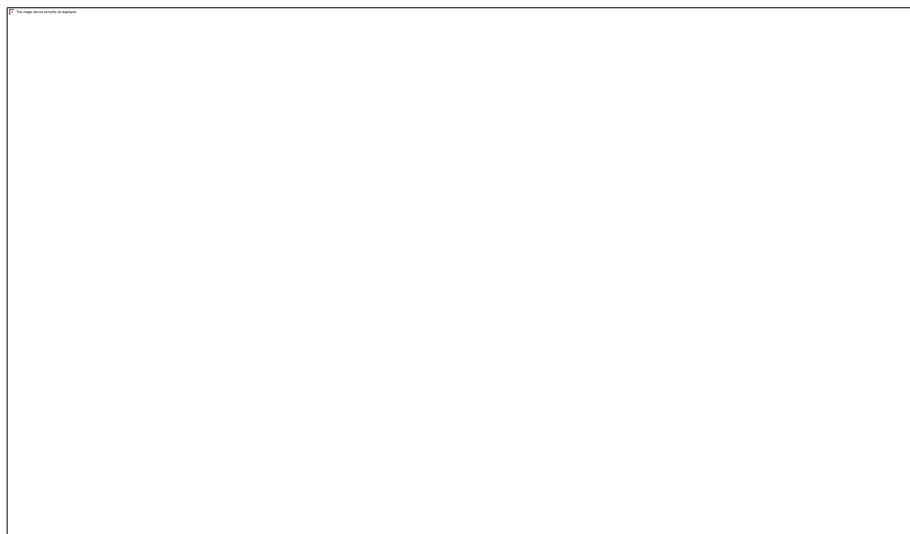
The 3 positions are noted on the CCC Ground Floor picture next page.



Meeting Point

The meeting point is located between the CCC (874) and BA3.

All evacuated personnel must stay at the meeting point until the Fire Brigade allows them to leave the area, except a TI operator who should leave to the emergency control room in building 65. A person leaving the meeting point without this authorization could be reported as missing in the building by his/her colleagues, which could entail extensive and dangerous search and rescue operations by the Fire Brigade.



Do not leave meeting point prior authorization of the Fire Brigade.

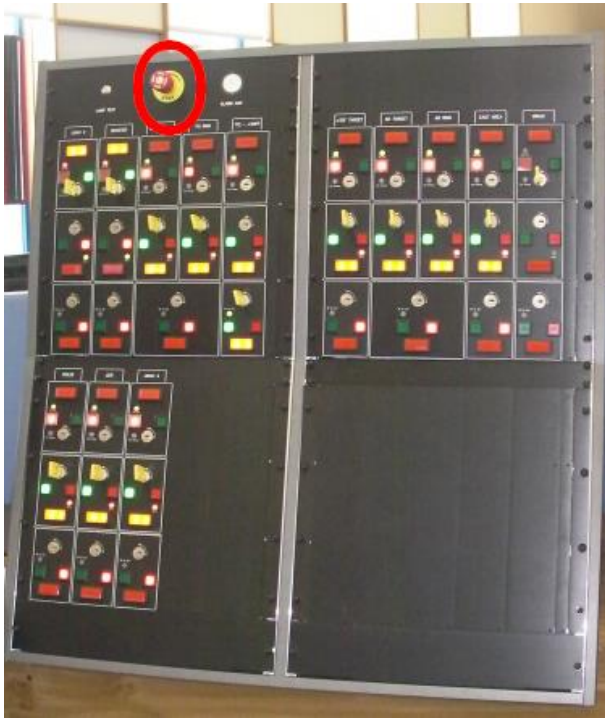
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PSB and PS procedure

This procedure describes actions to be done by the CPS shift leader for the PSB and PS in the event of CCC evacuation.

1. On the top of interlock system rack, push the **RED emergency stop**. This will stop all beams in CPS complex.



← CPS Emergency Calling List

2. Take and keep the CPS Emergency Calling List (on the right of interlock system rack) with names of responsible of the different zones which must be warned of the situation. This document is also available on EDMS : 854388.
3. Exit the CCC as instructed by the emergency guide
4. Once at the meeting point, ensure that everyone from the PS island did evacuate and report any missing person at once to the Fire Brigade.
5. Report, to the TI operator in charge, the safety conditions of the PS island.



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SPS Operators procedure

This procedure describes actions to be taken by the SPS shift leader in the event of CCC evacuation if the SPS is in operation.

In this event the SPS machine shall be left in a condition that prevents beam from entering the SPS machine.

1. If the SPS machine is closed with beam conditions then the following action shall be taken:
2. The SPS shift leader should take the "Beam permit SPS key" from the access system console and retain it in his/her possession.



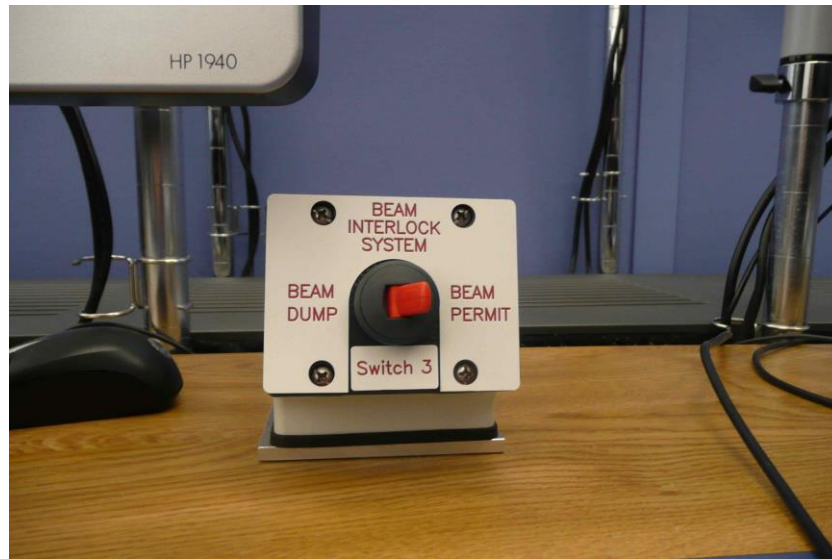
3. Leave the CCC via the normal sliding doors or one of the two emergency exits.
4. Report to TI operator at the « meeting point » (see IV 3) on safety conditions of the SPS island.

LHC Operators procedure

This procedure is only applicable if a shiftcrew is present in the LHC island.

In this event the LHC machine shall be left in a condition that prevents beam from being injected into or circulating in the LHC machine.

1. The LHC operator should switch the Beam Interlock System switch to BEAM DUMP.



2. Ensure that the team in the LHC Island leaves the CCC via the normal sliding doors or one of the two emergency exits.
3. Report to TI operator or TSO at the « meeting point » (see IV 3) on safety conditions of the LHC island, and confirm to the TI operator that all members of the team in the LHC Island are accounted for.



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Cryogenics Operators procedure

This procedure describes actions to be done by Cryogenics operators in the event of CCC evacuation.

1. Before leaving the Cryo Island, the cryogenics operator should forward the Cryo phone number to his/her mobile. To do this go to the Cryo phone and dial *1 16 xxxx on the Cryo phone, where xxxx is the last four digits of the Cryogenics operator's mobile phone number.
2. Ensure that the team in the Cryo Island leaves the CCC via the normal sliding doors or one of the two emergency exits.
3. Report to TI operator at the « meeting point » (see IV 3) on safety conditions of the Cryo island, and confirm to the TI operator that all members of the CCC Cryo team are accounted for.
4. The Cryo Operator should call the Cryo Piquet, and ask him/her to monitor the cryogenics systems from one of the local Cryo control rooms

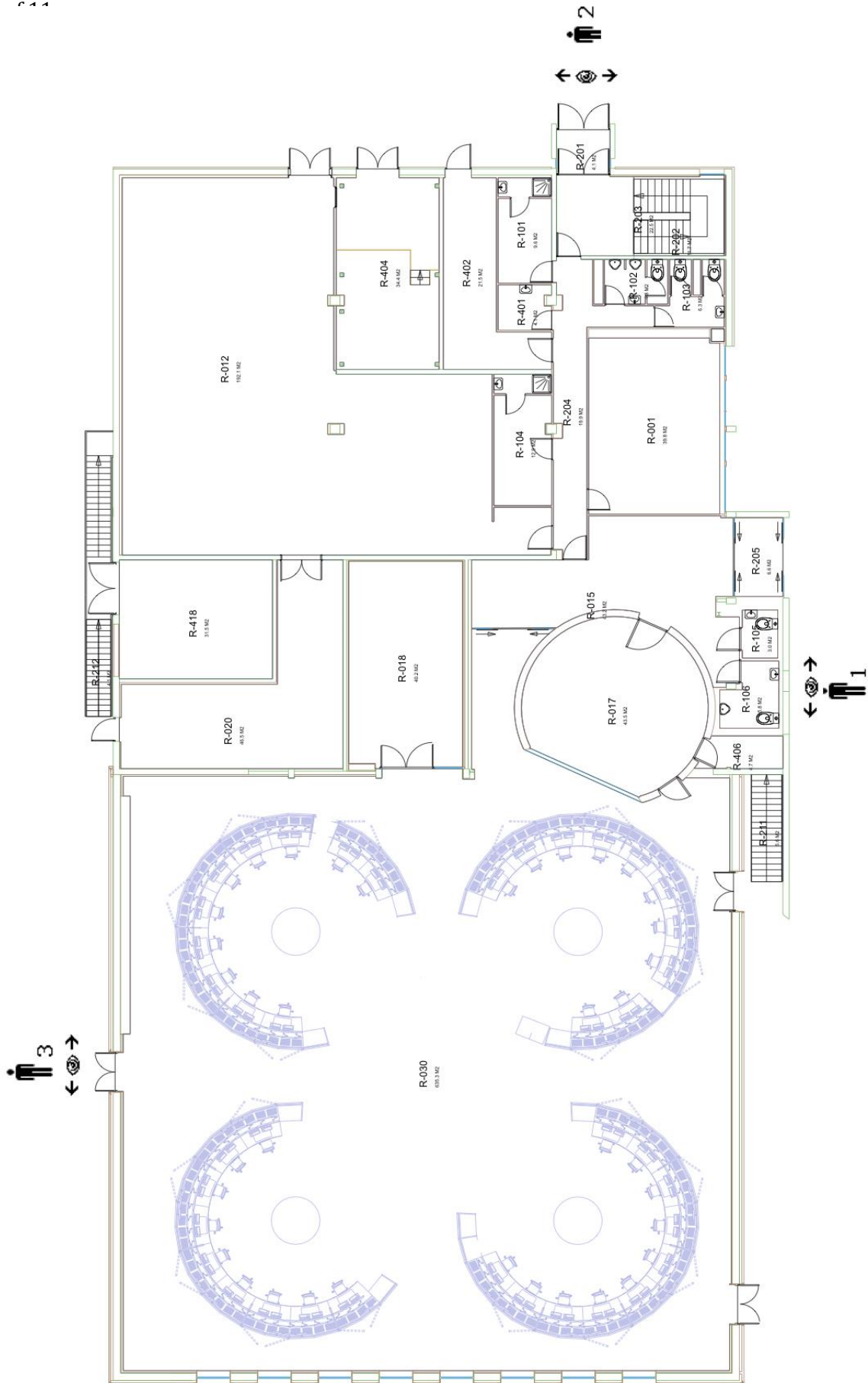


TI Operators procedure

This procedure describes actions to be done by TI operators in the event of CCC evacuation.

The TSO or TI Operator leads the evacuation.

1. Assign emergency guides according to procedure in chapter 1.3.
1. Main exit of building, facing building 774. He also monitors the emergency exit and the stairs.
2. Secondary exit in front of BA3. This emergency guide also monitors the CCR emergency exit
3. Emergency exit in front of 18 kV transformers. This emergency guide also monitors the emergency exit of the telecom room.
4. Forward 72201 to the TI GSM (160153) by logging out of the call center.
5. Give the TI GSM to a TI operator, if one is present, and instruct him/her to go to the backup control room in building 65.
6. IF POSSIBLE, take with you:
 1. Key set,
 1. Car keys,
 2. Map of CCC (this instruction).
 3. Blue Password and Crisis Management folder
4. Evacuate the CCC.
5. Go around the building and obtain assessment of the situation from each emergency guide:
 1. Which rooms have been evacuated ?
 2. Any person left behind ? In what situation ?
6. When the fire brigade arrives on site, give them information available:
 1. Persons remaining inside the building
 2. Rooms not evacuated
 3. Rooms not checked





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ANNEX B - Floor plan 1st floor

