

Incident Response Procedure

1. Applicability

This procedure specifies the response of an Engineering Operator in Charge (EOIC) to an incident at NLCTA. The operator may have witnessed the incident or may have been notified of it by someone else.

An incident is any event that requires investigation, either due to the harm it has caused to people, the environment, or property, or due to the potential that it could have caused such harm. When an incident occurs at SLAC, it must be dealt with in a timely and effective manner, with any injured persons promptly and effectively assisted, principles of scene management, incident investigation, and causal analysis scrupulously followed, and all recording and reporting requirements met.

Additional information is found in the ES&H Chapter 28: Incident Investigation

2. Procedure

- 2.1. Go to the location of the incident to determine the severity of the situation.
- 2.2. Place the enclosure in controlled access if required to control access.
- 2.3. In a site-wide incident, such as a major earthquake, report to the Person in Charge at the MCC Conference Room. Assist the Person in Charge as requested.

3. Notification.

3.1. Initial notification requirements are

- For a life-threatening emergency, call 911, then SLAC Site Security at ext. 5555 (650-926-5555 from a cell phone) then call supervisor.
- For non life-threatening incident involving an injury, notify the supervisor and go to SLAC Medical (M-F, 8-4:30). If the injury occurs when SLAC Medical is closed, call SLAC Site Security at ext. 5555.
- For non-injury incident, call the supervisor and then SLAC Site Security at ext. 5555.

Calling ext. 5555 ensures that any further required notifications will be made.

3.2. Enter the time, duration of exposure, and all actions taken in the NLCTA Operations Log.

3.3. Additionally, notify:

- Accelerator Research Division Safety Officer
- NLCTA Operations Manager
- Test Facilities Group Leader
- Accelerator Research Division Director
- Particle Physics & Astrophysics Director

4. Background

This document is owned and authorized by the PPA/ARD/Test Facilities Department.

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Document has been reviewed and approved by:

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_____	_____	_____	<input type="checkbox"/> Administrative <input type="checkbox"/> Technical
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_____	_____	_____	<input type="checkbox"/> Administrative <input type="checkbox"/> Technical
NLCTA Operations Manager			
_____	_____	_____	<input type="checkbox"/> Administrative <input type="checkbox"/> Technical
PPA/ARD Safety Officer			