

# Fire Alarm Response Procedure

## 1. Applicability

This procedure specifies the response of the NLCTA Operator to a possible fire. The possible fire may be reported either by the fire alarm system or by an observer reporting by phone or in person.

## 2. Fire Alarm Panels and Pull Stations

The fire alarm control panel is located inside End Station B (Building 062), on the south wall behind the Instrumentation and Controls racks near the klystron area.

The “NLCTA Beamline Housing Fire Alarm Annunciator” is located in NLCTA Control (B128-0445). It indicates, by strobe light, that there is a fire alarm from one of the devices; it does not indicate which device.

## 3. Procedure

*Caution! Staff members should not expose themselves to danger by entering an area where there is a fire, smoke, or any other hazard.*

- Follow the evacuation procedure in the NLCTA Emergency Plan [02-05-01].
- Telephone 911 to verify that the fire department is aware of the alarm. Follow the instructions of the dispatcher and provide whatever information is requested.
- Call security at 5555. Follow the instructions of the dispatcher and provide whatever information is requested.
- If the fire is within the enclosure and it is possible, shut down all hazards via the SCP by pushing the “NLCTA OFF BATCH” button on the “NLCTA Access” panel, which is accessible from the “NLCTA Index” panel. This activity may take several minutes. When the “Hazards Off” LED lights up on the PPS Control Panel, set the PPS to the Permitted Access state.
- If possible, meet the fire department outside and direct them to the fire alarm control panel. Follow the instructions of the PAFD and provide whatever information is requested.

## 4. Follow-up

- Enter all actions taken in the NLCTA Operations Log, including the final condition of the area and equipment.
- Refer to the Incident Response Procedure [02-05-02] for Line Management notification of the incident.

## 5. 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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