

NLCTA Experimental Hall Entry and Exit Procedure

Introduction

There is one entry point to the Experimental Hall PPS enclosure (henceforth referred to as “the enclosure”). The entry point has a key bank, a closed-circuit TV camera located outside the PPS door, an intercom and a telephone (x2888) on both sides of the door. Access is controlled from the PPS console in the NLCTA or Experimental Hall control rooms. There are three access states: NO ACCESS, CONTROLLED ACCESS, and PERMITTED ACCESS. A description and guidelines for each access state follows:

NO ACCESS

Radiation hazards may be on. Access is not allowed.

CONTROLLED ACCESS

Radiation hazards are off. Personnel access is controlled by the PPS Operator.

PERMITTED ACCESS

Personnel access is permitted in this state of operation. The PPS door is not locked. No contact with the control room is required to enter or exit.

Entry Requirements

Insert the PPS stoppers and turn off radiation hazard listed in Table 1. All electrical hazards in the enclosure have covered terminals.

Table 1. Experimental Hall PPS Stoppers and Radiation Hazards

Common name	Button name	Control Point
Dog Leg Bend	BEND 1140	TA03 LGPS Panel
Stopper 1	STPR 1	Exp. Hall PPS SCP Panel
Stopper 2	STPR 2	Exp. Hall PPS SCP Panel

Entry Procedure for Controlled Access

1. Get the attention of the PPS operator by depressing the intercom push button, wait for a response. Repeat if there is no answer. After waiting a reasonable time, telephone the PPS operator in the NLCTA control room by dialing extension **2189**.
2. The PPS operator shall ask for the number of people who wish to enter the enclosure, their names, and the reasons for entering. *Each person going in must take a key from the key bank.* Only the people whose names were given and who have taken a key from the key bank are allowed to enter the enclosure. The PPS operator shall record in the PPS Log the name of each person entering and the time of entry.
3. Take a key from the key bank when requested by the operator.
4. To enter, insert the key in the door release box and turn it clockwise. When the PPS operator releases the door, the “release” light will indicate that it is OK to open the door. Open the door. Remove the key from the door release box.
5. The PPS operator must hold the door release command button the entire time the door is open.
6. The PPS operator shall count each person entering.
7. Close and latch the PPS door after everyone has entered. Leave the PPS gate open.

Note: Each person must keep the key from the key bank in his possession while inside the enclosure. The key is needed to open the PPS door when exiting.

8. The PPS operator verifies the door closed status, and then releases the door release button.

Exit Procedure for Controlled Access

1. Get the attention of the PPS operator by depressing the intercom push button, wait for a response. Repeat if there is no answer. After waiting a reasonable time, telephone the PPS operator in the NLCTA control room by dialing extension **2189**.
2. The PPS operator shall ask for the number of people who wish to exit the enclosure and for their names. The operator shall match the names given with people previously logged-in and shall enter the time of exit in the PPS Log.
3. To exit, put the key in the door release box and turn it clockwise. When the PPS operator releases the door, the “release” light will indicate that it is OK to open the door. Open the door. Remove the key from the door release box.
4. The PPS operator must hold the door release command button the entire time the door is open.
5. The PPS operator shall count each person exiting.
6. Close and latch the PPS door after everyone has exited and return the keys to the key bank.

Note: The last person out should close the PPS gate before exiting.

7. The PPS operator verifies the door closed status, and then releases the door release button.

Entry or Exit Procedure for Permitted Access

Caution: The Emergency Entrance and Emergency Off buttons are only for use in an emergency. Do not use them for normal entry or exit.

As the PPS door is not latched in the Permitted Access state, there is no need to contact the control room.

Emergency Exit Procedure

If the evacuation warning alarm sounds:

- Push the nearest Emergency Off button. The Emergency Off buttons are clearly labeled and distributed along the PPS enclosure.
- Go to the PPS door to evacuate the enclosure. The door can be opened immediately by pushing the Emergency Exit button from inside the PPS door. Go directly to the NLCTA control room.
- To summon emergency help, telephone **9-911**. For assistance from the NLCTA control room, dial extension **5482**.

Approval

NLCTA Operations Manager

Date

NLCTA Safety Officer

Date

Accelerator Department Safety Office

Date