

**ANL-E SECON-1 Plan**

**High Energy Physics Division, Building 362**

**Argonne Wakefield Accelerator, Building 366**

Effective Aug. 2004  
Revised February 2009

*Approved:* \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Emergency Management Officer

*Approved:* \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
Director, SCD Division

*Approved:* \_\_\_\_\_ Date \_\_\_\_\_  
Harry Weerts  
Director, HEP Division

## Introduction

The High Energy Physics Division carries out a program of research aimed at advancing the understanding of the structure of matter and energy at the most fundamental level. This includes particle physics experiments, theoretical research, and accelerator research and development.

### 1.0 Purpose

- SECON-2 and/or SECON-1 plan defines how the division will cease operations and go to a safe shut down condition. The plans designed to have a safe and formal shut down of activities and an informed work force; that is to be prepared to implement the security measures described in the DOE N 473.8, Security Conditions, "Protecting Department of Energy Facilities from Terrorist and Malevolent Acts".
- SECON-2, pre-planning for SECON-1 notification. The HEP Division Director will meet with the ES&H Administrator at the declaration of a SECON-2 event and discuss expected actions to take upon a SECON-1 declaration. The Division Director will confirm that Project Leaders are aware of all HEP personnel on travel and their expected itinerary.
- SECON-1: The most serious condition declared in the immediate area where a terrorist attack has occurred which may affect the site or when an attack initiated on the site.

### 2.0 Administrative Responsibilities

- Harry Weerts, HEP Division Director, has responsibility to assure the divisional SECON plan is prepared. Supported in his responsibility, the HEP ES&H Administrator, Leon Reed is responsible for preparing and maintaining the SECON plan. The Division SECON plan approval is by the Director of the High Energy Physics Division. A copy of the final document will be provided to Emergency Management and SCD Security.
- The SECON-1 plan will be reviewed and updated per newly implemented revisions in the DOE Notice 473.8, Attachment 3, and as requested by the Laboratory Director. Further, this divisional SECON plan is prepared to meet the requirements of Emergency Plan Implicating Procedures 1.4.1, 'Divisional SECON Plans'.
- This plan applies to those areas occupied by the High Energy Physics Division. Included are first and second floor of building 362 and building 366, including the Argonne Wakefield Accelerator (AWA).
- The High Energy Physics Division Director or a deputy acting in his absence, and the HEP division ES&H Administrator is authorized to execute this plan.
- In the event of an emergency at or near the Argonne site, the Federal Manager for the site will notify the Laboratory Director of changes in security levels related to SECON events. The Laboratory Director is responsible for implementing actions in response to the changes in security levels.

### 3.0 Safe Shut Down

- Safe shutdown is a condition where no significant hazard or security concern exists when the process is unattended for an undetermined period.
- Division computing systems left operating and, to the extent practical, kept operating during the emergency. HEP expects that these systems will be a primary means of communication with division personnel during the emergency period.
- Responsibility for a safe shutdown of equipment and processes in HEP lies with those listed below:

Wei Gai, Physicist and AWA Group Leader	Argonne Wakefield Accelerator
Jeffrey Hinthorn, Computer Network Administrator, Sr.	Windows 2000
Eve Kovacs, Programmer - STA	Linux System

#### 4.0 Divisional Notification

- **On-Site**

- ✓ In the event of an emergency at or near the Argonne site, the HEP Division Director or his designee will notify HEP personnel to leave their work assignment and move to a safe location through use of the division public address system.
- ✓ Visitors to HEP such as collaborators, vendors, or subcontractors are not involved in the procedures for a safe shutdown. Such people identified when division personnel assemble, accounted for and depart from the site organized in the same manner as for Division personnel.
- ✓ SECON-1 declaration occur, the HEP Division Director meets at the declaration of a SECON-2 to discuss with the HEP Safety Coordinator, Leon Reed, assisted by HEP Building 362 Wing Monitors; (Jennifer Seivwright, Tim Cundiff, Pam Malhotra, Jeffrey Hinthorn, and), the Area Emergency Supervisor (AES) to coordinate the accounting for HEP personnel at a designated log-in location specified in the 362 and 366 Building emergency plan.
- ✓ If so instructed by Laboratory Emergency Management, most HEP personnel sent home following assembly of personnel and the division would go into a safe shutdown mode.
- ✓ Information and instruction would be made available to all HEP personnel through the Building public announcement (PA) system, direct telephone calls when necessary and via email where appropriate.
- ✓ All non-essential operations curtailed for the duration of SECON-1 conditions. Only the Argonne Wakefield Accelerator expected to need safe and formal shutdown procedures.

- **Off -Site**

- ✓ In the event of a SECON-1 occurring when HEPD personnel are off site. The point of contact is the HEP Division Director, in his absence the HEPD Personnel Manager. They will maintain both on and off site contact information that includes a current roster of personnel, home phone numbers, and emergency contact information for each person, as maintained by Human Relations (HR).
- ✓ As a point of contact under the directorship of Harry Weerts, HEP Division Director, Jennifer Seivwright, HEPD personnel manager will maintain a current roster of personnel on travel (verifiable through the travel department), and an accessible web link of personnel on travel. Personnel not on site at the onset of the emergency informed through available means (email, telephone, etc.) of the emergency and near-term instructions.
- ✓ The HEP Division has employees whose assigned workstations are located at other National Laboratories. In the event of any emergency, it is procedural that all HEPD personnel comply with site-specific policies and procedure.
- ✓ All HEP personnel not on duty can receive additional information about conditions concerning Argonne National Laboratory via the information hotline, (630-252-INFO) or access the ANL website (<http://www.anl.gov>).

#### 1.0 Systems requiring "safe and formal shut down procedures"

- **Argonne Wakefield Accelerator (AWA)**

- ✓ Shutdown procedures which require an elapsed time of twenty (20) minutes upon notification of a SECON-1 event, exist in the AWA Safety and Operating Procedures Manual, Section 6 entitled "RF System Operating Procedures".
- ✓ Shut down specifics designed and authorized through Wei Gai, AWA Operations Manager/Project Leader.
- ✓ Standard Operating Procedure, Laser Control Area will be reviewed annually and approved with the recommendation of Bruce Murdoch, (ANL-E Laser Safety Officer).
- ✓ All those operating the laser and carrying out experiments in this Laser Controlled Area must be familiar with the requirements of the latest version of "Laser Safety," of the ANL-Illinois ES&H Manual and the Standard Operating

Procedures document.

## **6.0 Essential Personnel**

The following people designated as Essential Personnel authorized to enter the site during an emergency for the purpose of checking on equipment and reacting to any special circumstances that arise during the emergency:

Name	Contact Information	Role	Duration of Essential Status
Harry Weerts	ANL: 8831 Home: 630 466-9916 E-mail: <a href="mailto:weerts@anl.gov">weerts@anl.gov</a> Cell: 630 740-7588	Director, HEP Provide leadership and direction	Full Time
Lawrence J. Nodulman	ANL: 6228 Home: 708 985-0482 E-mail: <a href="mailto:ljn@hep.anl.gov">ljn@hep.anl.gov</a>	Associate Division Director	First day
Leon T. Reed	ANL: 4478 Home: 773-895-7575 E-mail: <a href="mailto:ltr@hep.anl.gov">ltr@hep.anl.gov</a> Cell: 773 895-7575	ESH Administrator, Coordinate communications with ANL Safety and Security forces.	Full Time
Jeffrey Hinthorn	ANL: 3501 Home: 815 267-3753 E-mail: <a href="mailto:Hinthorn@hep.anl.gov">Hinthorn@hep.anl.gov</a>	Windows 2000 Manager	First day
Eve Kovacs	ANL: 6208 Home: 630 985-1419 Email: <a href="mailto:kovacs@hep.anl.gov">kovacs@hep.anl.gov</a>	Linux Software Manager	First day
Wei Gai	ANL: 6560 Home: 630 910-6273 E-mail: <a href="mailto:wg@hep.anl.gov">wg@hep.anl.gov</a>	Group Leader, Argonne Wakefield Accelerator	First day
Kenneth Wood	ANL: 3971 Home: 815-730-9448 E-mail: <a href="mailto:klw@hep.anl.gov">klw@hep.anl.gov</a>	Bldg. Manager, 366	Full Time

None of the above essential personnel is a member of the Radiological Assistance Program, Emergency Response Center Staff, and Bio-Safety Committee or Health Physics staff. No outside vendors are necessary for or during the safe shutdown of divisional activities.

### 7.0 Returning to ANL Site

- Following a successful shutdown of research activities and facilities, normal operations will resume only with concurrence from Laboratory Director regarding SECON-1 conditions.
- The Laboratory will announce via the ANL INFO line and the ANL main website the termination of the SECON-1 status or other information and provide management direction on the actions to taken for return to normal operations.
- HEP will maintain a current roster of personnel which includes home phone numbers, personal e-mail addresses, and emergency contact information for each person. These employees and others informed through available means (email, telephone, US mail, etc.) of any status change.