

## Linac RF and QPS OnCall Responsibilities

### Rationale

Linac adopts a scheme of

- 4 weeks cell rotation (*Primary OnCall*)
- 8 weeks backup pager rotation (*Backup OnCall*).
- 1 month Linac/PreAcc Machine coordinator (*LMC*)

Phone/Cell swap is done on Mondays (unless it is a holiday).

### Policy

It is the Linac Group's responsibility to provide timely response to all Linac system failures to minimize the impact on complex operation. Linac OnCall personnel agree to assume this responsibility for machine operation and emergency response.

If a downtime is more than 2 hours, Linac Group Leader and Proton Source Department Head must be notified.

The Primary OnCall, Backup OnCall and LMC schedules are available at the Linac web page

<http://www-ad.fnal.gov/proton/LinacOperations/LinacOnCall.html>.

### Primary On Call

1. It is your responsibility to make sure Linac will receive prompt attention and quick response (your driving time) necessary to make it operational again.
  - a. If you know that you will be unavailable to respond on a particular day or week it is your responsibility to find someone to cover for you during that time. Preferable the swap will occur among the Primary OnCall group.
  - b. If a resolution was not achieved among the Primary OnCall members, then one turns to the Backup OnCall.
  - c. If he/she is also not available, immediately contact the Linac Group Leader.
  
2. Expected to be accessible to the MCR
  - a. Via cellular phone (Primary)
  - b. Via pager (Backup)
  - c. Via pager (LMC)
  
3. If contacted you are expected to respond to the control room to assess the situation.
  - a. You may provide assistance over the phone if you can resolve the problem quickly (~ < 30 min).
  - b. If you cannot resolve the issue over the phone and/or the CC requests that you come in provide an ETA.
  - c. Also, if not done so, please ask MCR to call Active Linac Machine Coordinator (schedule available on the Linac and MCR Memo pad).

### On Call Backup

1. You should be available to assist the On Call in an event of emergency, either by consulting or providing an additional manpower.
2. You may be asked to be at front line of response in an event the On Call is unavailable for a period of time.

*Fermilab Proton Source Department*  
*Linac Group*

3/2/11

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Linac Machine Coordinator

1. The Linac Machine Coordinator's role is to coordinate efforts to minimize the downtime and to ensure the quality of beam delivered to downstream users.
2. The LMC is also expected to offer assistance to the MCR in the case that the correct contact for a repair is unknown.

Linac Group Members

All Linac personnel who are not on the clock are eligible to be called by the Linac Group Leader<sup>1</sup>. In the event that problems escalate beyond the capability of those already present the Group Leader may contact other personnel for assistance as they deem necessary. In that event it is expected of Linac Group personnel to respond in order to keep the Linac downtime as short as possible.

Previous Release  
Version 1.0 Jun/2008  
Version 2.0 Feb/2011  
Version 2.4 Mar/2011

A copy of this document is kept at Linac web-page under  
[Linac Forms, Documents, Memos and Internal Procedures](#) link.

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<sup>1</sup> If the Group Leader is not available, the Deputy Group Leader will assume those responsibilities.