

*Fermilab Proton Source Department
Linac Group*

Revision 1: released 2/21/2011

09/03/2013

Linac RF and QPS On Call Responsibilities
Revision 2

Rationale

Linac adopts a scheme of

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

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

Policy

Linac OnCall personnel agree to assume the responsibility for machine operation and emergency response. It is the responsibility of the On Call personnel to maintain machine operation and mitigate downtime.

MCR is instructed to contact the Linac Machine Coordinator (LMC) in any event of operation needs. LMC will evaluate the situation. If necessary, he/she will ask for further assistance and the Primary OnCall will be contacted.

The LMC, Primary OnCall and Backup OnCall schedule is available at the Linac web page

([http://www ad.fnal.gov/proton/LinacOperations/LinacOnCall.html](http://www.ad.fnal.gov/proton/LinacOperations/LinacOnCall.html)).

If a downtime is more than 1 hour, Linac Group Leader must be notified.

If a downtime is more than 2 hours, Proton Source Department Head must be notified¹.

¹ This is a general rule in MCR.

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Primary On Call

1. It is your responsibility, during the 168 hours, 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 for more than 1 hr, then one turns to the Backup On Call.
 - c. If he/she is also not available, immediately contact the Linac Group Leader and let him/her know about this situation.
2. Expected to be accessible to the MCR
3.
 - a. Via cellular phone (Primary)
 - b. Via pager (Backup)
4. 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 can not 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 web page <http://www-bd.fnal.gov/proton/linac/callin/>).

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.

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Linac Group Members

All Linac personnel who are not on the clock are eligible to be called[†] by the Linac Group Leader (or Deputy GL) if an emergency arises. The personnel on call may need to contact you for your help or vital information.

- a. It will be expected that members respond to calls.
- b. If for some reason the person is not available to take the call immediately, he/she is expected to call MCR back after receiving a voice message to make sure that assistance is not longer needed.

[†] Permission given by the Linac Group Leader.