LSU/LLS Emergency Procedure

ID: EM-PR-0001-001

Date: 10/21/2025

IN ALL INSTANCES: AVOID BECOMING A VICTIM YOURSELF
YOUR SAFETY IS THE SINGLE HIGHEST PRIORITY

Life Threatening

Examples: Smoke, Fire, Explosion, Hazardous spill

1. If appropriate, pull Fire Alarm
2. Call dial 911
3. Evacuate

Non Life Threatening

Examples: Minor injury, small spill, other

1. Inform Supervisor
2. Contact Medical or Safety
3. Address the Issue

General Emergency Information

1. Safety is the responsibility of everyone working at LLS.
2. Report any unsafe actions or procedures immediately to one of the following contacts:

LLS radiation safety officer, Ji Young Wiley, 225-578-4616 (Building 1, room 112)
LLS Interim Director, Phillip Sprunger, 225-328-3943 (Building 1, room 105)
LLS Assistant Director of Clean Room/NFF, Sergi Lendinez, 225-578-9378 (Building 2, room 142)
LSU Police at (225) 578-3231 for any threats or unauthorized access to the facility.

Life-Threatening Emergencies

1. In case of medical emergencies, fire, or explosion, pull a fire alarm and dial 911 from any facility phone. Fire alarms are located at the entrances to the experimental hall, on each emergency exit from the experimental hall, and in the control room.
2. During a medical emergency, check if the person is breathing and has a pulse, then call 911. If you are trained in first aid and/or CPR, you may, at your discretion, initiate emergency procedures.
3. If you are trained, secure the accelerators during an emergency unless immediate evacuation is necessary.
4. If evacuation is necessary, an announcement should be made over the PA system. To do this, use any facility phone, dial 8-0247, wait for a tone, press zero, and make the announcement twice.
5. All evacuees should assemble in the front parking lot near the receiving area. If that spot isn't safe, gather at the gate to the LLS facility at the Jefferson Highway entrance.

Small Fire

Fire extinguishers are located around the outside of the experimental hall, at each hutch door, and in the cleanroom lobby. To operate one, pull the cotter pin from the handle, aim the nozzle at the target area, and squeeze the handle. Fire extinguisher training will be provided.

Chemical Spill

1. If a person is exposed to a chemical hazard, they should use a shower and/or eye wash, as appropriate, for at least 15 minutes, which are available behind the clean room.
2. During a chemical spill or accidental chemical exposure, direct all personnel to a safe location. If possible, develop a plan to address the spill as a team. Do not approach a dangerous spill alone.
3. For information on handling specific chemicals, visit the LLS web page: User Information → Safety → MSDS Links to access the MSDS system with a searchable index. Chemical use forms are posted at each beamline.

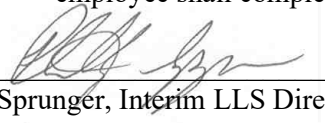
Cleanroom Emergency

If someone collapses in the cleanroom due to suspected chemical exposure, do not enter. Doing so may put your life at risk. Call 911 from any facility phone.

Injuries

Injuries must be reported if medical intervention by a physician is required or has been required.

- LSU Employees: Notify a supervisor first, then call the employee injury call center at 877-764-3574.
- Non-Employees (Students, Visitors, Vendors/Contractors): After addressing the medical issue, an LSU employee shall complete the incident report form https://www.lsu.edu/riskmgt/claims/injury-reporting.php



_____ on Oct. 22, 2025

Phillip Sprunger, Interim LLS Director

LSU/LLS Policy
Experimental Hall Policy

ID: AP-PO-0002-001
Date: 10/21/2025

Overall Safety

1. Safety is everyone's responsibility at LLS.
2. A common-sense approach to safety must be used because it isn't possible to specify policies for every potential situation.
3. Follow all signage and notices in the facility.

Facility Safety

1. Since there are no overhead sprinklers at LLS, all combustibles, including cardboard and wood, must be promptly removed from the Experimental Hall.
2. The roll-up door to the Experimental Hall may only be opened if the outside roll-up door is closed. Both roll-up doors must not be open at the same time. A sentry shall be stationed to control access to the Experimental Hall while the roll-up door is open during machine operations.
3. Extension cords on the floor are discouraged in the experimental hall. Use cable trays if available.
4. Crane and forklift use is restricted to the facility group, the vacuum group, the accelerator group, or individuals who are specifically trained and approved by the facility manager.
5. All electrical modifications must be approved beforehand by the facility manager and/or beamline personnel.
6. After-hours access to the Experimental Hall is granted on a case-by-case basis. Pre-authorization is required for users who want to work outside regular hours or on weekends.

Chemical Safety

1. All chemicals and biological samples must be preapproved by the chemical safety designee, Shaloma Malveaux.
2. All chemicals must be labeled, stored in proper cabinets, and have MSDS forms completed and included.All chemicals prepared for disposal shall be labeled with a disposal tag and stored in the disposal cabinet.
3. Use of gas cylinders must be approved in advance by facility and chemical designees.
4. Proper Personal Protective Equipment (PPE) should be worn when necessary and/or required.

Radiation Safety

1. Anyone entering the Experimental Hall must wear a radiation monitoring badge or be accompanied at all times by someone wearing a radiation badge. Escorted visitors shall be recorded in the logbook located in the entryway between the Experimental Hall and Building 1.
2. During injection, ladders must be either removed from the Experimental Hall or secured so that no one can be raised more than 3 feet (step stool height). All shield wall ladders doors must remain closed.
3. During normal operation (stored beam), access to the cleanroom roof, facility roofs, ladders, and similar areas is not permitted.
4. The Radiation Interlock System (RIS), including its direct and indirect components (such as shield walls, hutch walls, microswitches, RIS cabinets, RIS electronics, bremsstrahlung shutters, etc.), must not be bypassed or modified in any way without prior approval from the Radiation Safety Officer.
5. Access to the Linac Tunnel and Ring shall be restricted during operations.
6. When not in operation mode, access to the Linac Tunnel and Ring shall be restricted to authorized personnel—specifically, the facility staff, vacuum and accelerator groups, those escorted by these groups, or individuals trained and approved by the RSO.
7. Access to facility roofs, the cleanroom roof, the Linac Tunnel, the Ring, and any other area with high radiation or hazards requires communication with the operator on duty (OOD) and must follow the two-person rule. Notify the OOD and the second person before and after working in these areas.
8. Any new sources of ionizing or non-ionizing radiation must be preapproved by the Campus Radiation Safety Office and adhere to university policy.

Failure to follow Experimental Hall Policy or general safety rules will result in loss of access to the facility and disciplinary action as outlined in LSU PS-08 (ps_8.pdf (lsu.edu)).

Approved by: _____ on Oct. 22, 2025

Phillip Sprunger, Interim LLS Director