


**National High Magnetic Field Laboratory Safety Program**

<b>TITLE:</b> Floor Sweeper Program	<b>SUBJECT:</b> Fire Alarm Sweeper Program
<b>PROGRAM NUMBER:</b> SP-34	<b>EFFECTIVE DATE:</b> 6/13/2013
<b>REVISION NUMBER:</b> 004	<b>REVISION DATE:</b> 9/11/2020
<b>ISSUING AUTHORITY:</b>	<b>APPROVAL:</b> NHMFL Deputy Lab Director
<b>Additional Approval Signatures on Revision and Approval Page</b>	

**Overall Mission and Overview:**

The National High Magnetic Field Laboratory (NHMFL) Environmental, Health, and Safety (EHS) program's mission is to:

Provide support and guidance to all NHMFL departments with the implementation, maintenance and review of a comprehensive environmental, health, and safety program. The primary goal of the MagLab's EHS program is to control, reduce or eliminate work-related injuries, illnesses and loss of NHMFL resources.

The NHMFL is charged by the National Science Foundation (NSF) to safely:

- Promote magnet-related research to serve an interdisciplinary scientific user community.
- Provide unique high-magnetic-field facilities through a competitive and transparent proposal review process.
- Advance magnet and magnet-related technology.
- Partner with universities, other national laboratories and industry to enhance national competitiveness in magnet and related technologies.
- Serve the NSF as a prominent example of its successful stewardship of large research facilities.
- Support science and technology education in the United States.
- Increase diversity in the science, technology, engineering, and mathematics workforce
- Promote collaboration among our three partner institutions: Florida State University (FSU), the University of Florida (UF) and Los Alamos National Laboratory (LANL).



**FLOOR SWEEPER PROCEDURE INDEX**

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## 1.0 PURPOSE

This procedure establishes policy to be observed by designated Floor Sweepers at the NHMFL during a fire alarm.

The policy of the NHMFL is to provide and maintain a safe working environment. Employees and users alike must assist in ensuring that safety is not compromised. The safety and health of employees and users is the inherent responsibility of each employee, user, supervisor and all levels of supervision.

## 2.0 SCOPE

This document assigns responsibilities, provides safety guidance, and defines actions to be taken during a fire alarm at the NHMFL.

## 3.0 ROLES AND RESPONSIBILITIES

### **Master Sweeper responsibilities:**

- Confirm that all Floor Sweepers have checked in.
- Ensure each area has been swept.
- Ensure all personnel have been evacuated from the facility.
- Communicate with the Safety Department and/or with Fire Technicians and Emergency Personnel when they arrive on scene.
- Communicate with the Safety Department to inform Floor Sweepers of areas to avoid.
- Have knowledge of how to read the fire alarm panel.

The Master Sweeper will be located at one of the following locations:

- A. Primary Location: **B-1 ATRIUM AREA**
- B. Secondary Location: **DOUBLE DOORS DCMB BLDG.**

### **Floor Sweeper responsibilities:**

- Retrieve items needed for Floor Sweeper duties (radio, keys, and vest)
- Communicate to the Master Sweeper with their name and area that they will sweep.
- Receive confirmation from the Master Sweeper acknowledging they should sweep the requested zone and/or designated zone nearby.

### **Floor Sweeper responsibilities at the Rally Point:**

- Ensuring lab personnel maintain a safe distance from the facility.
- Ensure no personnel re-enter the facility until the “all clear” has been given.
- Communicating the “all clear” to personnel at their designated rally point when it is safe for them to reenter the building.



#### 4.0 PROCEDURE, STEPS AND ADDITIONAL KEY POINTS

During an emergency:

- Floor Sweepers should not put themselves at risk. If a zone cannot be evacuated safely, alert the Master Sweeper so they can report this to the fire department or emergency personnel.
- Never use an elevator during a fire alarm – always use the stairs.
- When a fire alarm sounds – all available Floor Sweepers must carry out the following activities:

**Step 1:** Floor Sweepers that have been assigned a radio and master key can call in their name and location to the Master Sweeper on channel 3. The Master Sweeper will assign a zone to sweep.

Floor Sweepers that need radios and zone keys must immediately report to the sweeper locker located closest to their location and obtain a radio, key, orange and vest. (See Appendix 1).

Floor Sweepers must check that the radio is on channel 3 and working properly by pressing the talk button on the side of the radio and reporting to the Master Sweeper their name and the zone they will sweep. The Master Sweeper will acknowledge and confirm that the Floor Sweeper should sweep the requested zone and/or designate another zone nearby.

**Step 2:** The Floor Sweeper should immediately proceed to the zone confirmed or designated by the Master Sweeper.

**Step 3:** Floor Sweepers must access each office, work area, and restroom to instruct any person that has not evacuated to do so immediately. If a person refuses to evacuate, the Floor Sweeper must notify the Master Sweeper. Personnel that are unable to evacuate using the stairs should be escorted into the stairwell and their name and location must be reported immediately to the Master Sweeper.

**Step 4:** Each floor sweeper is responsible for reporting to the Master Sweeper to confirm that all personnel have been evacuated from their assigned zone of the building (channel 3 on NHMFL radios).

**Step 5:** Floor Sweepers must report to the assigned rally point (See Appendix 1) after their areas have been cleared.





#### **4.0 PROCEDURE STEPS AND ADDITIONAL KEY POINTS (CONT.)**

##### **Additional Key Points:**

In cases where a Master Sweeper is unavailable the following personnel can act as the Master Sweeper:

1. Head Facility Engineer
2. Facility Department Director
3. Mechanical Supervisor
4. Safety Engineer
5. Safety Coordinator

##### **Debriefing:**

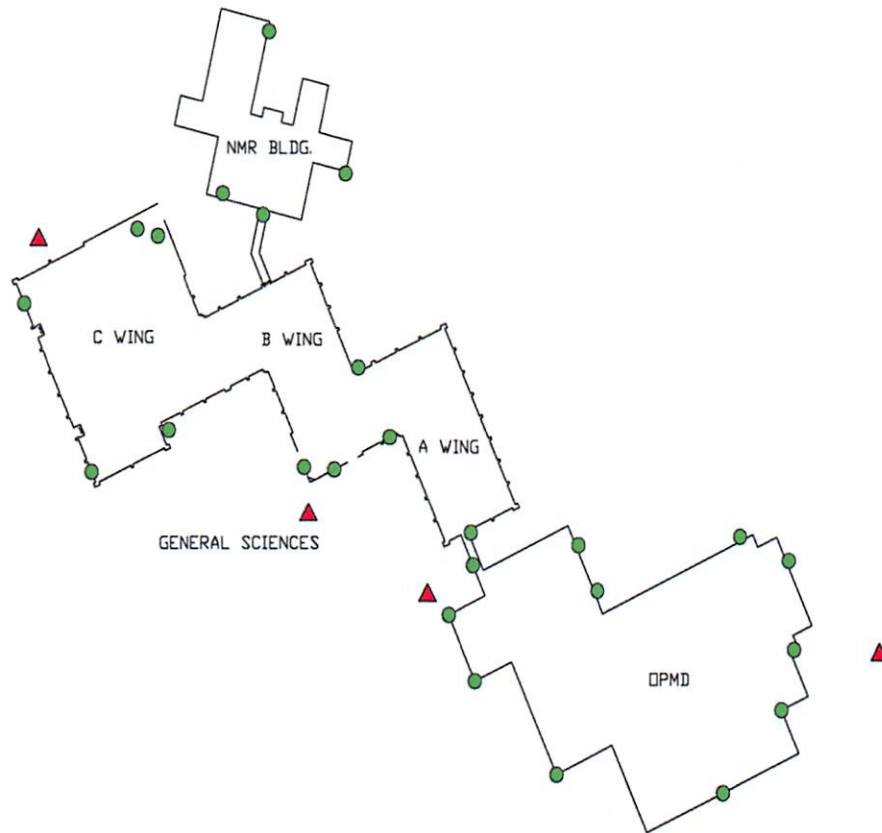
All Floor Sweepers are to report to a location designated by the Master Sweeper following an evacuation to meet with the Safety Department and report any problems during the evacuation. Floor Sweepers will discuss the evacuation including, but not limited to, the following points:

- Blocked exit doors
- Obstructed hallways, stairs, entrances and exits
- Fire separation doors that are wedged open
- Equipment or communication problems
- Elevator checks – How do elevators work in the event of a fire alarm?
- Personnel who did not evacuate



**5.0 EMERGENCY ACTION PLAN FOR THE MAGLAB AND ASC/SHAW**

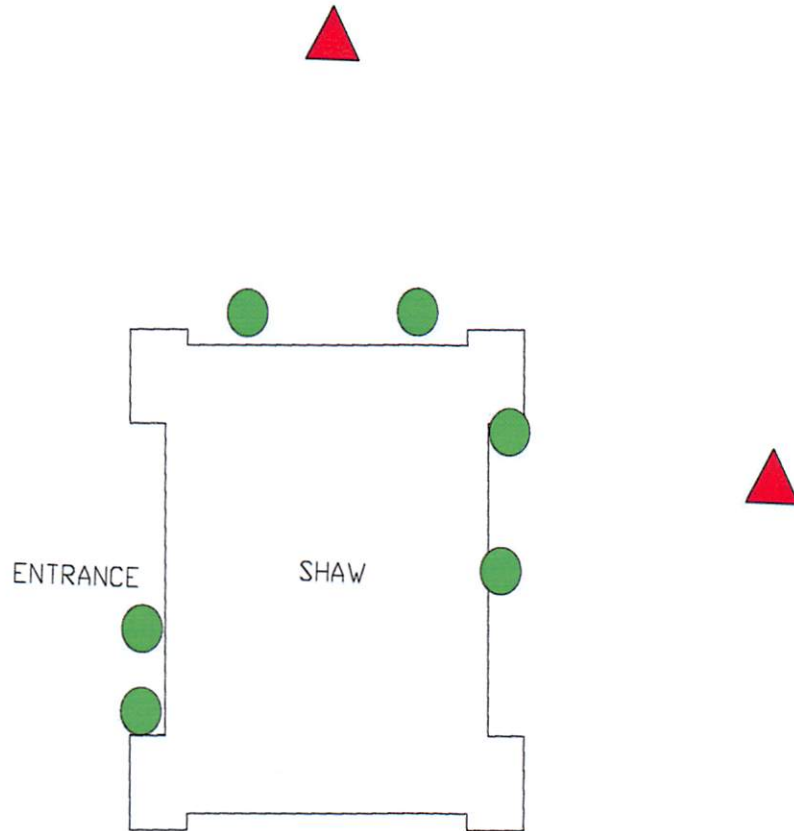
**MAGLAB**





**5.0 EMERGENCY ACTION PLAN FOR THE MAGLAB AND ASC/SHAW (CONT.)**

**ASC/SHAW**



**APPENDIX 1:****MAGLAB**

<b>Zones to be Swept</b>	<b>Emergency Supply Location (Radio, Key ,Vest)</b>	<b>Rally Points</b>
DC Magnet Bldg.	Cryogenic Operators Control Room Operators	Rear of DCMF
A-1	Personnel Equipped w/ radios and master keys	Outside Double Glass Doors
B-1	Personnel Equipped w/ radios and master keys	Outside Atrium B-Wing
C-1	Personnel Equipped w/ radios and master keys	Outside Double Glass Doors C-Wing
A-2	Fishbowl wall (B-210) just left of entrance door	Outside Double Glass Doors
B-2	Fishbowl wall (B-210) just left of entrance door	Outside Atrium B-Wing
C-2	Fishbowl wall (B-210) just left of entrance door	Outside Double Glass Doors C-Wing
A-3	B-3 cubby left of main elevators	Outside Double Glass Doors
B-3	B-3 cubby left of main elevators	Outside Atrium B-Wing
C-3	B-3 cubby left of main elevators	Outside Double Glass Doors C-Wing
NMR-1 NMR-2	NM-104: CIMAR, NMR Research Operator	Outside Double Glass Doors C-Wing





**APPENDIX 2:**

**ASC/SHAW**

<b>Zones to be Swept</b>	<b>Emergency Supply Location (Radio, Key, Vest)</b>	<b>Rally Points</b>
NMR-1 NMR-2	(ALT) Fishbowl wall (B-210) just left of entrance door	Outside Double Glass Doors C-Wing
Zones to be Swept	Emergency Supply Location (Radio, Vest)	Rally Points
1st Floor Front rooms' Magnet Rooms	Table outside of 1 <sup>st</sup> floor offices at ASC receiving area.	Behind receiving Parking lot
1st Floor Mid/back hallway/ rooms Shops and Labs	Table outside of 1 <sup>st</sup> floor offices at ASC receiving area.	Behind receiving Parking lot or Picnic Table area behind back parking lot
2nd floor Westside office areas (rooms 238-256)	Reception Desk Area 2nd Floor	Behind receiving Parking lot or Picnic Table area behind back parking lot
2nd floor Eastside Office Area (rooms 206-231)	Reception Desk Area 2nd Floor	Behind receiving Parking lot or Picnic Table area behind back parking lot
2nd Floor Back Hallway Lab Areas	Reception Desk Area 2nd Floor	Picnic Table area behind back parking lot



**6.0 REVISIONS AND APPROVALS**

<b>Date</b>	<b>Revision #</b>	<b>Section</b>	<b>Description</b>
4/13/18	1	Definitions, Roles	Added Sections
4/9/20	2	All	Updates
8/24/20	3	All	Updates
9/11/20	4	All	Roles and Responsibilities

**Approvals**

<b>Title</b>	<b>Reviewer</b>	<b>Signature</b>
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