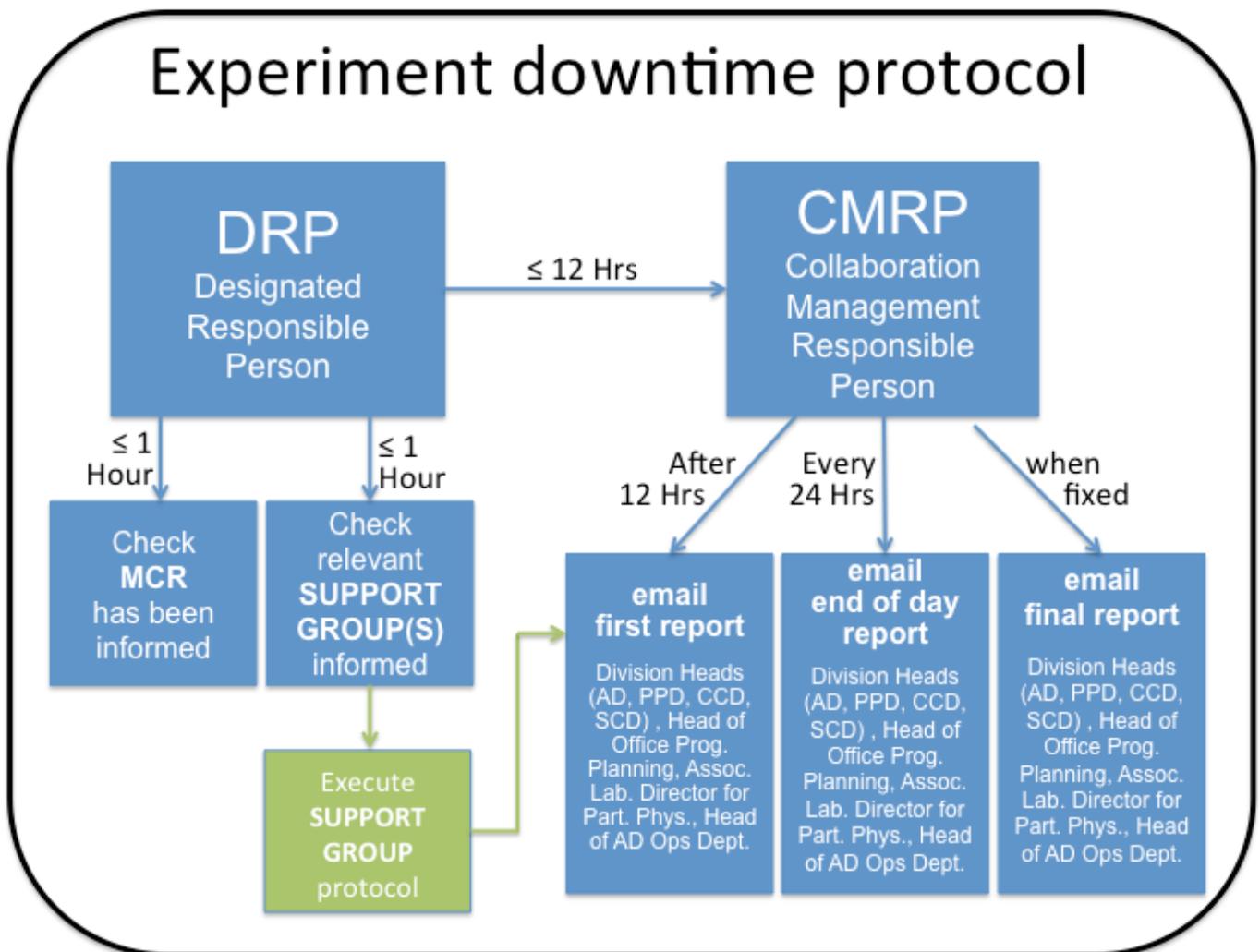


## Experiment Downtime Protocol version 2

### Introduction

Experiments using beam provided by the Fermilab accelerator complex are, with the exception of testbeam experiments, expected to take data 24 hrs per day, seven days a week during normal accelerator operations. If data taking is unexpectedly interrupted for an extended period, its important that appropriate actions are taken to keep the relevant laboratory departments, divisions, and directorate informed of the status. This document describes those actions and when they should be taken.



## Protocol

1. The experiment collaboration should have mechanisms in place that ensure:
  - A designated responsible person (DRP, for example the Run Coordinator) is informed whenever there is an unanticipated interruption to normal data taking that persists for longer than 1 hr. This applies 24 hrs per day, 7 days per week during normal accelerator operations.
  - The DRP is sufficiently knowledgeable to determine which, if any, support groups are needed to diagnose the problem, and has access to the list of support groups that might be needed, and associated contact information.
  - A spokesperson or designee is identified as the Collaboration Management Responsible Person (CMRP), and the CMRP is informed if the outage is abnormally long, and certainly if it persists for longer than 12 hrs.
2. As soon as they are informed of a data taking outage during normal accelerator operations, the DRP should contact the contact-person(s) for the needed support group(s) if the shift people have not already done so. The DRP should also check that the MCR has been informed.
3. Each support group should have its own protocol that defines when and how information from the support group is reported up the management chain to the Division/Section head.
4. If the outage persists for longer than 12 hrs, the DRP should brief the CMRP, and the CMRP should send an email summarizing the situation to the relevant Division Heads (typically PPD, SCD, CCD, AD), the Head of the Office of Program Planning, the Associate Laboratory Director for Particle Physics, and the Head of the AD Operations Dept. The CMRP should also ensure the collaboration spokespeople are well informed.
5. If the outage persists for longer than 24 hrs, at the end of each day the CMRP should email an update of the situation to the relevant Division Heads, the Head of the Office of Program Planning, the Associate Laboratory Director for Particle Physics, and the Head of the AD Operations Dept.
6. If the outage has lasted for longer than 12 hrs, when the problem has been resolved and data taking resumes, an email confirming this should be sent to the relevant Division Heads, the Head of the Office of Program Planning, the Associate Laboratory Director for Particle Physics, and the Head of the AD Operations Dept.