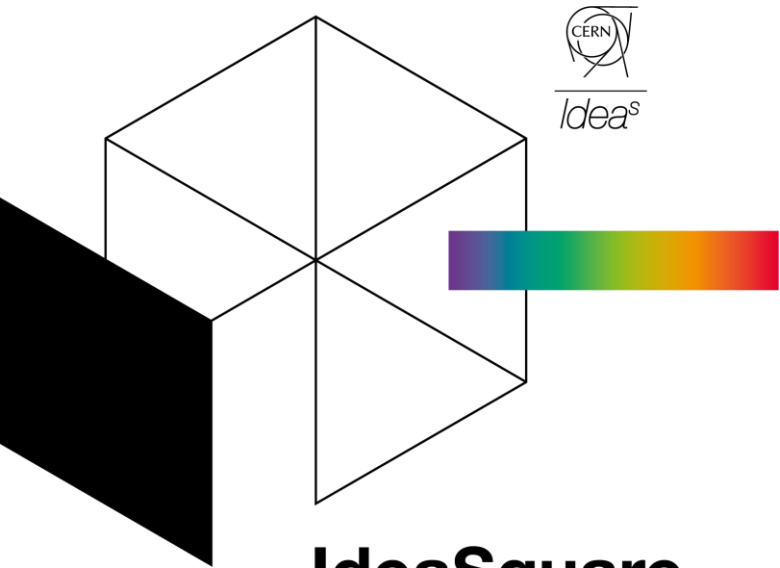


Safety guidelines for events and workshops at IdeaSquare



Idea^s





IdeaSquare

The innovation space at CERN

General building safety rules



Safety is first priority.

MapCERN

3179

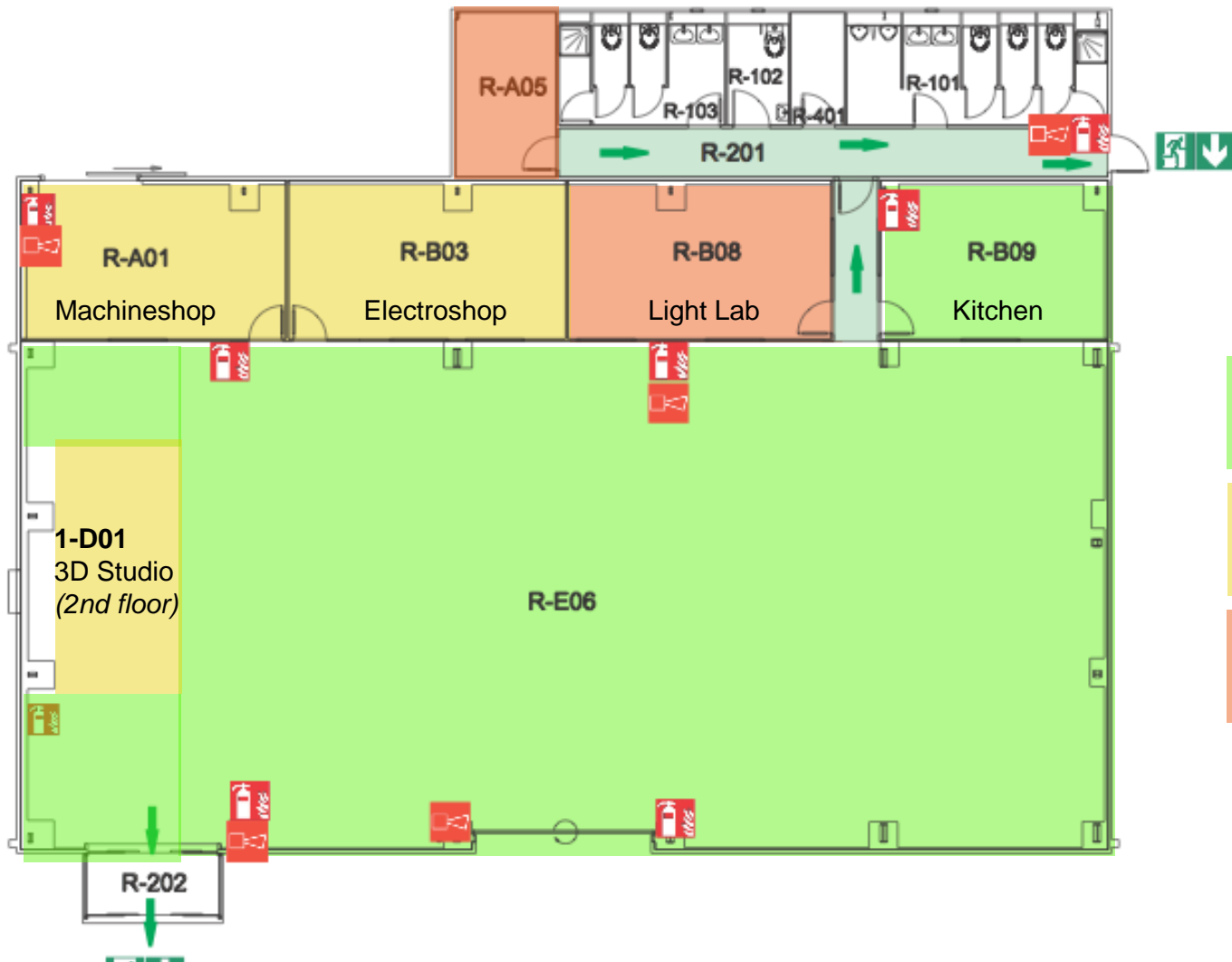
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BUILDING SAFETY B3179



- In all inside areas of Building 3179 **smoking & alcoholic beverages is strictly forbidden.**
- Working is possible 24/7 with CERN access card, **sleeping is prohibited in all CERN buildings.**
- Eating, drinking, coffee breaks are encouraged in the kitchen (and open) area. But not in the Red Bus, please!
- Cameras, **photos**, posting in social media **are highly encouraged :)**



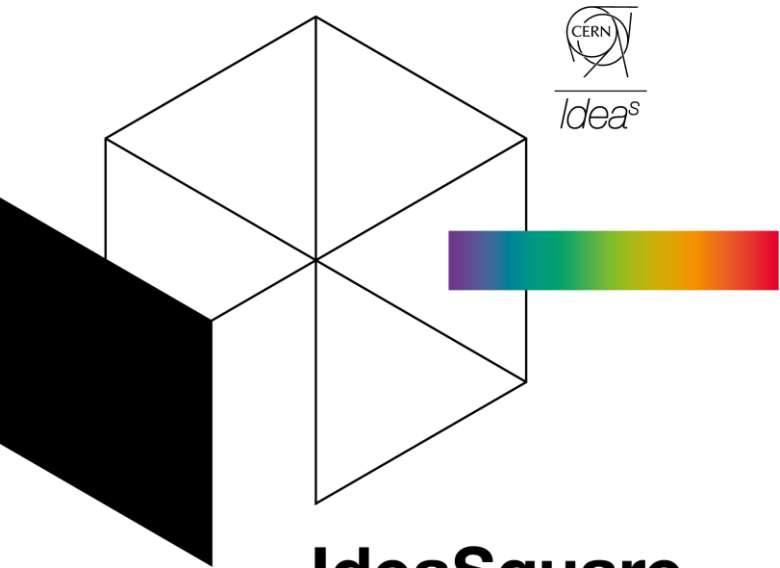
- Free to use
- Work under supervision
- Restricted area



Keep in mind that you are on CERN site



- CERN is a working place. Respect the work of others.
- Do not go to unauthorized areas. You should always be accompanied by an authorized person (with CERN access card).
- No loud music please and keep your workplace tidy. Any help in tidying up is very appreciated (like the Ideasquare kitchen)!
- For CERN ways of working, see [CERN Code of Conduct](#).



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Workshops and laboratories safety

WORKING AREA POLICY B3179



In laboratory areas:

- **Machinshop** 3179-R-A01
- **Electroshop** 3179-R-B03 and
- **3D Studio** 3179-1-D01

Eating and drinking are strictly forbidden.

For **grey room** (Light Lab 3179-R-B08) and **dark room** (3179-R-A06) areas access is **restricted to authorised personnel only.**

WORKSHOP SAFETY B3179



Safety is first priority! In:

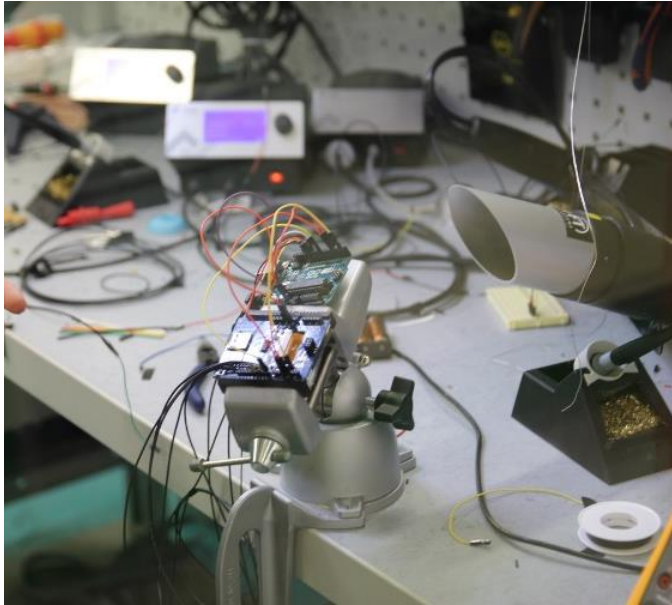
- Machinshop 3179-R-A01,
- Electroshop 3179-R-B03,
- 3D Studio 3179-1-D01

working is conducted “under supervision”.

i.e. When you want to use the workshops:

- Come talk to us (Dina/Markus/Johann) what would you like to do and we'll figure it out together what is the easiest and fastest way to do it safely.

Workshop Safety



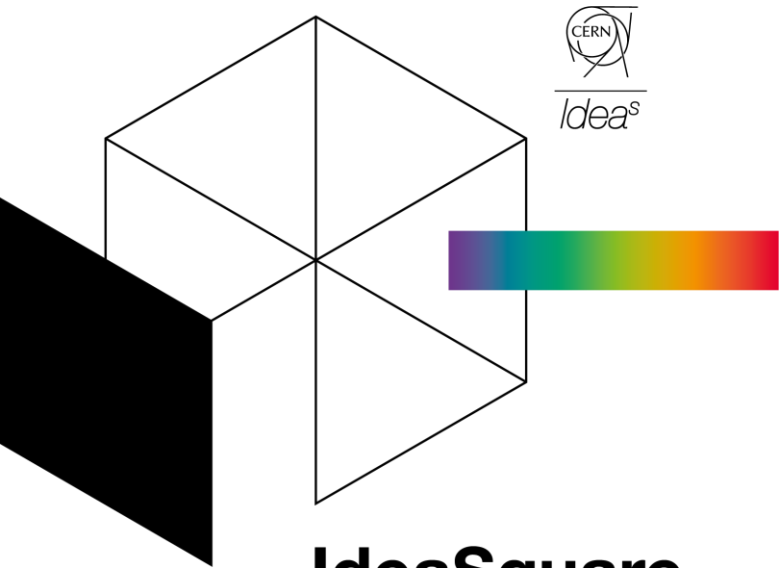
You are allowed to modify things, you are not allowed to modify yourself.

- Jami Sarnikorpi

- Handheld tools? OK
- Electrically powered tools? Check with **Dina**
- Do not work alone

Don't know how something works? Ask!

Make sure to unplug electrical equipment when you are not using it. This is especially important for the glue guns.



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Emergency evacuation procedure

In case of an emergency

While evacuating, always **go away from the danger!**



Do NOT return
to collect your
belongings



Walk quickly and calmly to your
building's designated **assembly point** or as
advised by an Emergency Guide or Fire
Brigade personnel



**Wait at the assembly
point until counted
and released** by the
TSO/DSO or the Fire
Brigade.

Give to the Fire Brigade all the information they need! **+41 22 767 44 44**



In case of an emergency



- If needed, press **Fire Alarm** (see map on next slide)
- If **electric danger** present, **press Emergency Stop switch** - located in each workshop area right next to the door
- Contact Fire Brigade, tel. +41 22 76 74444 (or internally, 74444)
- Go to the assembly point in front of the Globe, stay there until Fire Brigade gives you permission to leave.
- Notify immediately:
 - TSO Johann Poirot, johann.poirot@cern.ch, tel. +41 75 411 8883 (or internally, 168883)
 - Markus Nordberg, markus.nordberg@cern.ch, tel. +41 75 411 4452 (or internally, 164452)

EVACUATION

-  A l'audition du signal
When the alarm rings
-  Fermez portes et fenêtres
Close doors and windows
-  Suivez le balisage
Follow the signs
-  N'utilisez pas l'ascenseur
Do not use the lift
-  Se rendre au point de rassemblement
Report to the assembly point







CONSIGNE d'URGENCE / EMERGENCY PROCEDURE

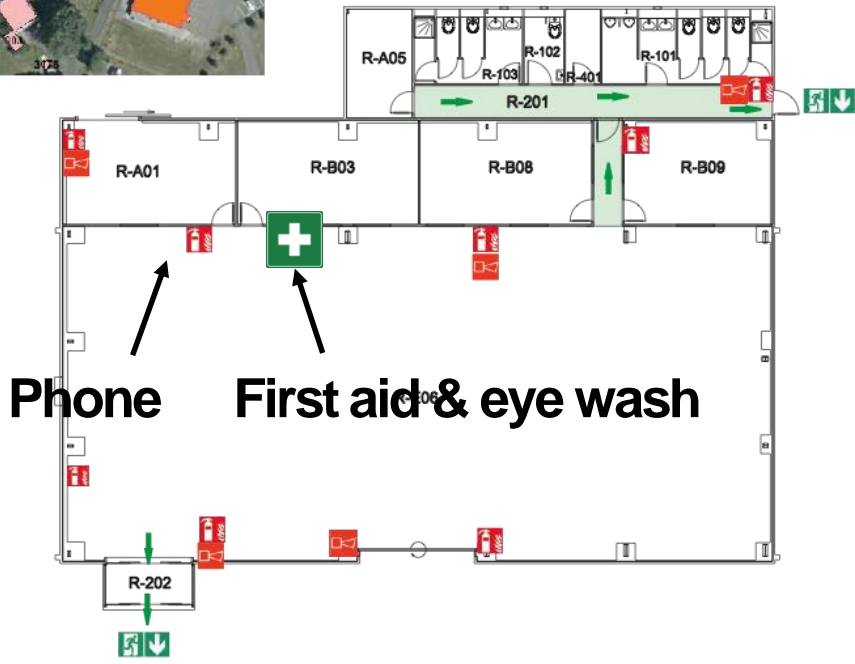
BATIMENT 3179- Etage R / BUILDING 3179 - Floor R



INCENDIE/FIRE

-  112 ou 7 44 44
-  Donnez l'alarme
Set off the alarm
-  Prévenez les autres personnes
Inform others
-  Fermez portes et fenêtres
Close doors and windows
-  N'utilisez pas l'ascenseur
Do not use the lift
-  Combattez le feu
Start fighting the fire

-  Extincteur / Fire Extinguisher
-  Alarme d'évacuation
Evacuation alarm
-  Voie d'évacuation / Escape route
-  Sortie de secours
Emergency exit



Date:11.12.2014

EDMS:1454499



PLEASE DO NOT...



- ...climb on top of the containers or the bus
- ...consume or store alcohol inside IdeaSquare
- ...enter unauthorised areas
- ...walk around without your visitor card and ID

Keeping places tidy

- Please, Please Me:
 - Bring all coffee cups, plates, dishes to kitchen, and put them inside the dish washer in status “Dirty”.
 - Clean more than you mess, to fight our common enemy called Entropy.
 - Help collaboratively to clean up the space at the end of the day.

Thank you!

Greetings, the IdeaSquare Fairy named Markus



Idea^s
THINK. DO. COLLABORATE.



COVID is still with us, unfortunately..

How **NOT** to Wear a Mask



"The Escape Hatch"



"The Earring"



"The Sniffer"



"The Stache"



"The Nose Plug"



"The Neckbeard"

- Masks are highly recommended inside IdeaSquare.
- Try to avoid having too many people in one room.
- Don't come in if you are feeling sick.
- Please do let us know if you get sick.

Room occupancy



Try not to crowd each room or container.

Keeping to 5-6 people each is a good rule of thumb.

Kitchen

6 people max,
please.

Cooking is allowed
provided that the
number of people
inside is not
exceeded.





This is a CO₂ monitoring device, as part of our COVID measures.

There is one in every room or container inside ID2.

If the value exceeds 900ppm:

- Leave the room you are in to let it ventilate until the CO₂ concentration falls below 600 ppm. ;
- Ask one of the ID2 members to open the main doors to ventilate the entire space.



Visits to CMS - safety considerations



- **Flat** or **block-heeled, closed shoes** are required to be worn during the underground visit.
- Please bring your own **FFP2 masks**.
- Persons equipped with any **Active Implantable Medical Device (AIMD)**, such as cardiac pacemakers, defibrillators, neurostimulators, infusion pumps, hearing aids, etc, should contact Catarina Batista before the visit. These persons will not be allowed in the underground premises if the devices are sensitive to static.



Visits to CMS – safety considerations



- **Pregnant visitors** might not be allowed.
- People suffering from **claustrophobia** or **epilepsy** might not be allowed underground.
- No smoking, eating and drinking on the surface and underground tour, except in designated areas at ground level only.
- If you are concerned by any of the above points, please let us know **without** needing to disclose any personal and/or medical data.



Contact us!
#CERNIdeaSquare
ideasquare.cern