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European Organization for Nuclear Research
Organisation Européenne pour la Recherche Nucléaire



EDMS Number: 1722536

NP Hall Visits
Guides' training

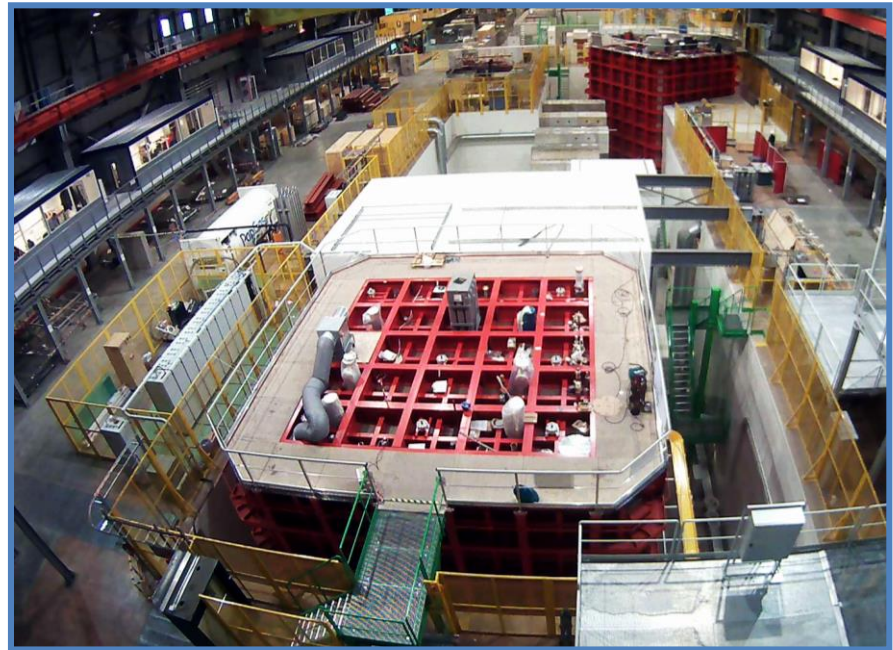
Content

1. NP Hall Visits procedure:

- The guides
- How to organise a visit
- Rules and procedure
- Visit route

2. NP Hall Risks and Safety:

- General rules
- In case of emergency
- Evacuation plan
- Safety team

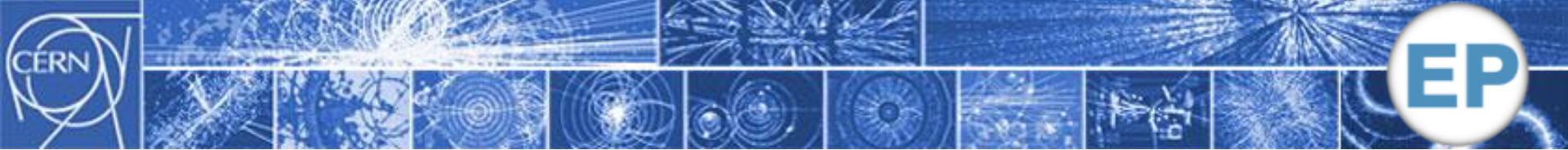




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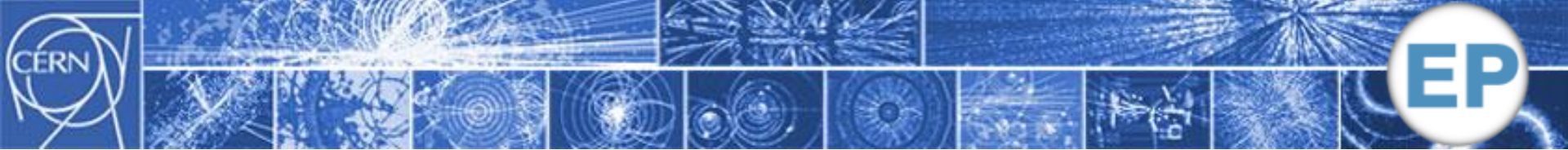
NP Hall – Visits' Procedure



NP Hall Visits – As Guide, you

- Are authorized to access the NP Hall → access rights and SIR trainings
- Have followed the NP Guides **Training** (*this one!*)
- Are (will be) on the authorized NP Guides **List**
- Must wear **safety shoes, helmet** and **highlighter jacket** during the visits
- Know the visit path in the NP hall, the evacuation procedure (EDMS [1718784](#)) and actions in case of emergency
- Are **responsible for the safety** of the visitors throughout the visit (GSI-SH-1)

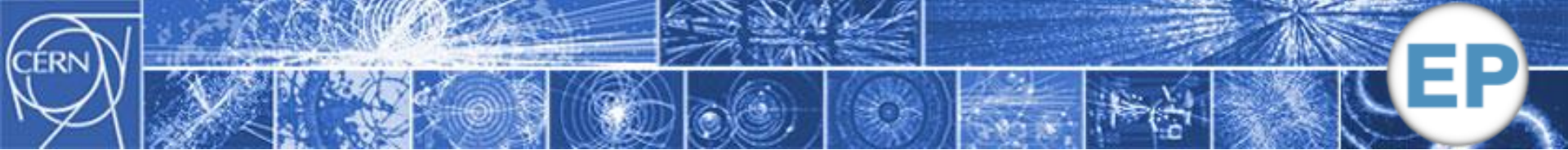




NP Visits – General rules for visitors

- The maximum number of visitors per guide is **12**. Please, note that if the visitors are more than 12, they have to be split in different groups with different guides (maximum 2 groups contemporaneously on the visits' platform)
- The visitors must wear **flat, closed** or **block-heeled shoes** plus the **helmet** (available at the entrance).
The professional visitors must wear **safety shoes**.
- It is strictly **forbidden** for the visitors **to touch any equipment/machine/tool** (electrical and operational hazards)
- All the visitors must always follow the **guide** and the **standard itinerary**
- The visits in the NP Hall **might be cancelled**, even at the last moment, in case of any **coactivity putting the visitors at risk**

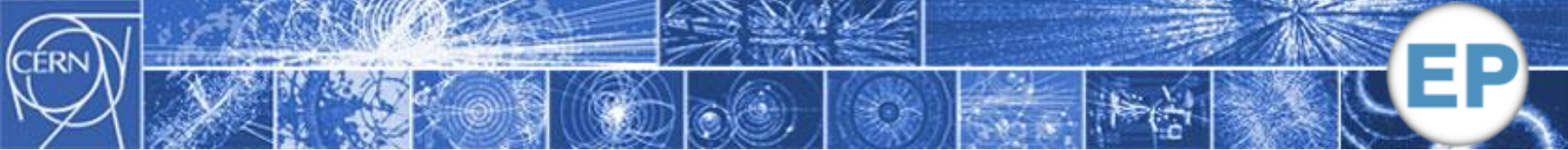




NP Visits – Private visits (family & friends)

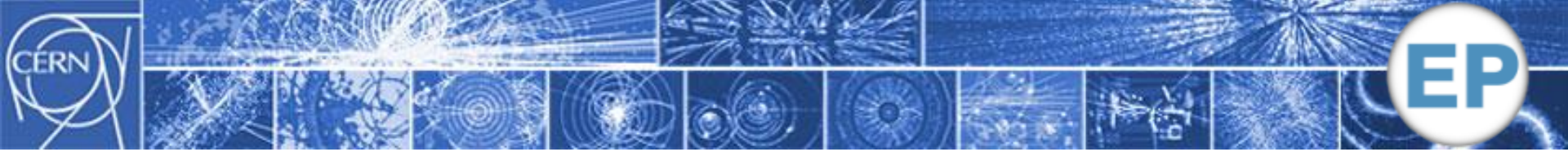
The guide have the possibility to bring the hall family and friends (**private visits**), by following the rules written in the procedure EDMS 1722535 and the content of this training:

- The guide organizer of the private visit check the SharePoint [calendar](#) and choose a time slot. In the description of each visit, must mention: date and time, number of visitors, name of the trained official guide
- The guide must create the **IMPACT** with the details of the visit and wait for its authorization
- The private visitors can stay **only on the visitors platform** – It is forbidden to the guides to bring them down in the hall
- In case of overlap with an official guided visits, the priority has to be given to the official visit



NP Visits – Guided visits (VIP, Press Office)

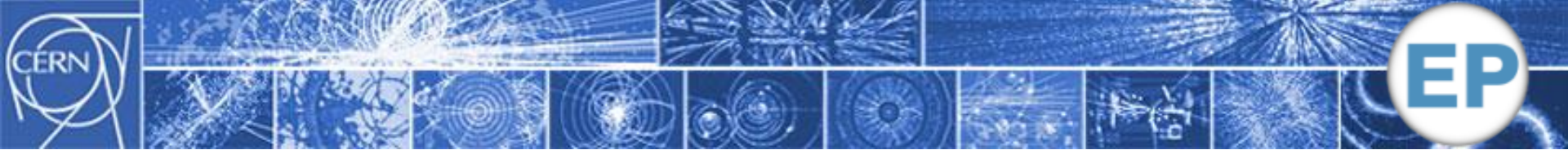
- The organizer of the visit send a request to the NP Visits Coordinator or his/her Deputy, whom has to evaluate the request
- The Visits Coordinator/Deputy put the visit in the SharePoint [calendar](#). In the description of each visit, must mention: date and time, number of visitors, name of the trained official guide
- The Visits Coordinator/Deputy must create the **IMPACT** with the details of the visit and wait for its authorization
- VIP and Press Office visitors start the visit on the visitors platform. In case it is foreseen to also go down in the hall, a safety check must be performed by the guides just before the visit



NP Visits – Professional visits (collaborators)

In case of professional visits (collaborators from CERN or other institutes):

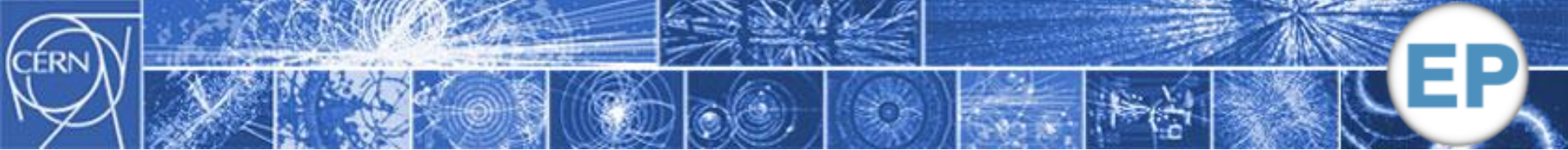
- The guide organizer of the professional must create the **IMPACT** with the details of the visit and wait for its authorization
- The professional visitors can go down in the hall under the supervision of the guide



NP Visits – Specific procedure



- Before entering the NP Hall, the guide must check that the visitors:
 - ✓ are wearing **helmets**;
 - ✓ are wearing **flat and closed shoes (safety shoes** if professionals);
 - ✓ know they are entering an area with **hazards**;
 - ✓ know that himself/herself (the guide) is trained for the hazards present in the hall and that they have to follow him/her in case of emergency.
- The visitors must strictly **follow the guide** for the whole duration of the visit
- In case of emergency, the guide will conduct the visitors to the nearest and/or safest exit point. In case on any accident, an **Internal Report for Accident** (<https://edh.cern.ch/Document/General/Accident2>) must be filled
- At the end of the visit, the guide brings the visitors outside the building



NP Visits – IMPACT Tool

European Laboratory for Particle Physics



LE

Menu << New

Create Activity

Save As Draft Save Submit

Change Requests

Title*: Facility: Neutrino Platform

Responsible: n/a Activity Type: Maintenance

Activity Cluster: [Link](#) Priority:

What

Where

When

Who

How

Safety

RP Assessment

Comments

Description:

System:

– Where

Locations: Location*:

Add a location

Choose the Neutrino Platform facility

Choose Guided visit or Professional visit

Choose the specific zones where you will be (for the visitors platform put NP-Hall 0)



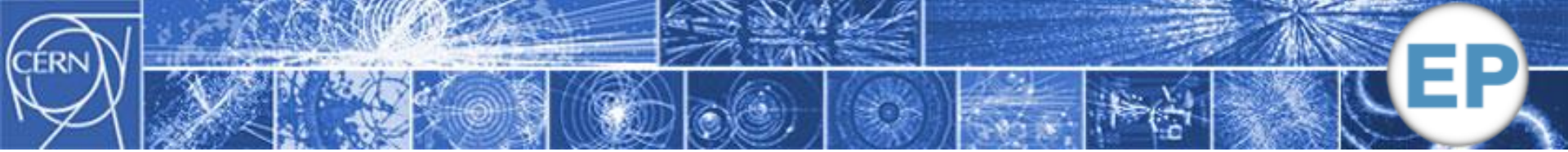
Complete it with all the required information!



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NP Hall – Risks and Safety



NP Hall – General rules

- Be always aware that the hall is an area with **high coactivity**
- Do not interfere with other people work
- Do not pass through an area with safety perimeter around
- Do not touch what you do not know
- Smoking in the area is strictly forbidden

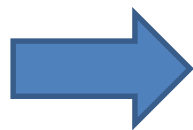


NP Hall – When do I have to evacuate?

- If you **hear the alarm**
- In case of fire, if you see fire or smoke, **trigger the alarm**



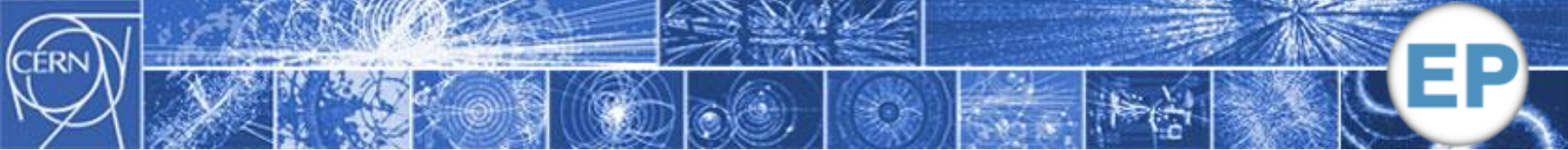
Push the button to trigger the alarm! You will find it close to emergency exits



Start evacuating calmly following the green arrows signs towards the closer and safest emergency exit



- ✓ While evacuating, always **go away from the danger!**
- ✓ In the case of a fire, assist any person with a disability to leave the building



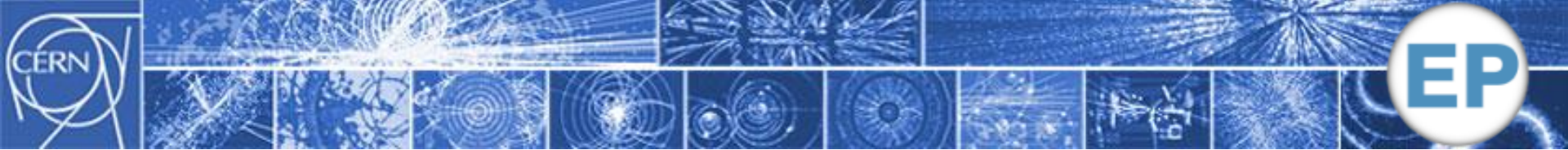
NP Hall – Evacuation procedure



1. Leave the building calmly using the nearest and safest **exit route**
2. Do **NOT** return to collect belongings
3. Walk **quickly and calmly** to the designated assembly area for your building or as advised by an Emergency Guide or Fire Brigade personnel
4. Remain at the **assembly point** (in groups) and do not re-enter the building until instructed to do so by the TSO/DSO or Fire Brigade personnel.

Give to the Fire brigade all the information they need!



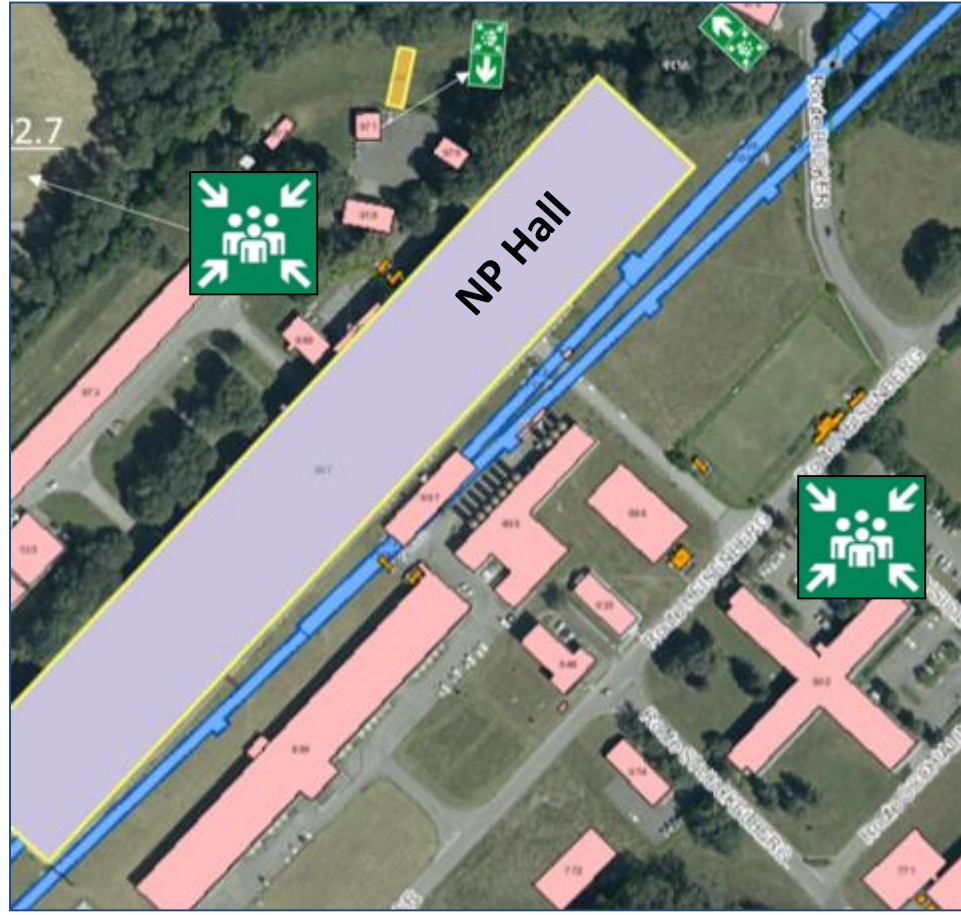


NP Hall – Assembly points

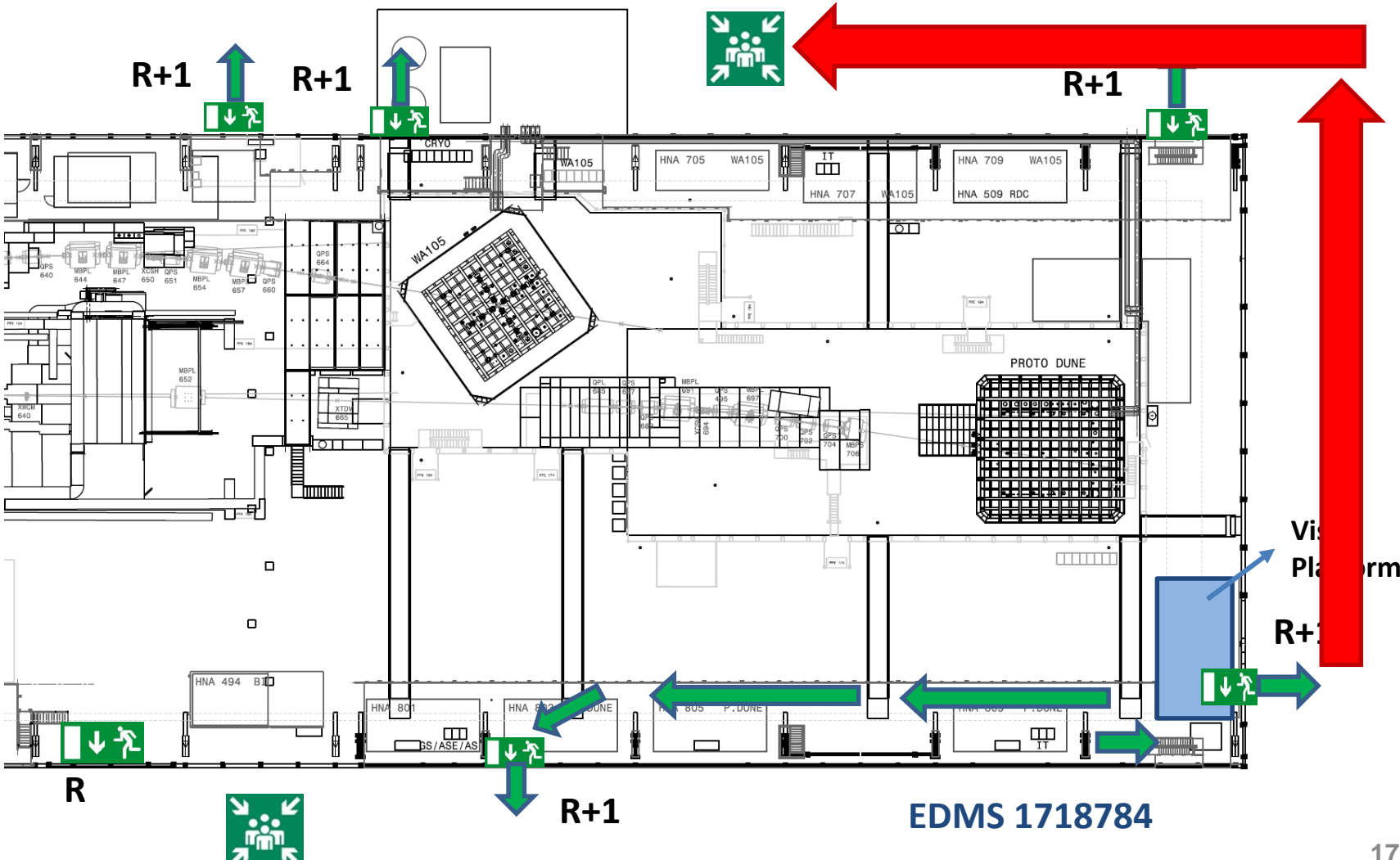
There are two assembly points on the sides of the building:

- **Saleve side** – parking outside the ramp
- **Jura side** – close to picnic area

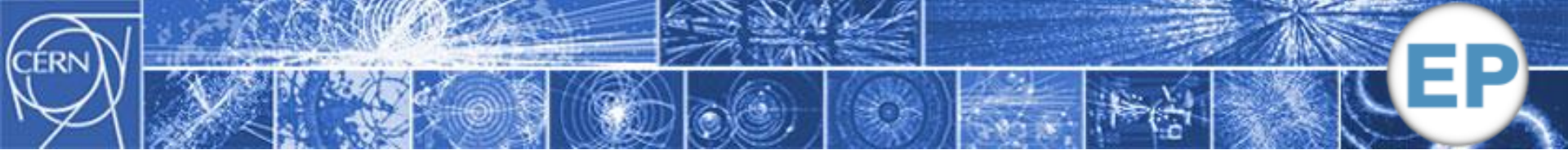
The Fire Brigade are automatically alerted by the evacuation system!



NP Hall – Alternative emergency paths from the platform



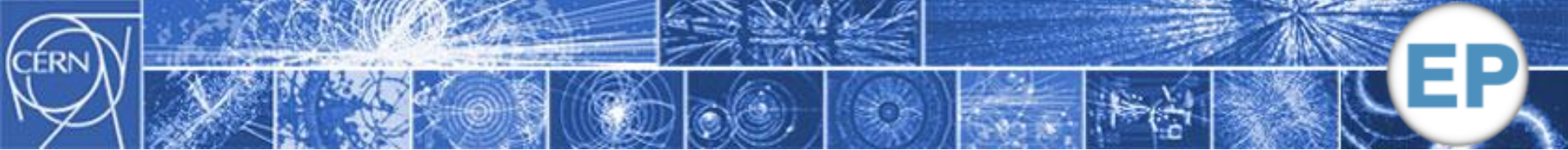
EDMS 1718784



NP Hall – In case of emergency rescue

- Call the **CERN Fire & Rescue Service**:
 - From any CERN phone you can dial **74444**
 - From a not CERN phone dial **+41 22 76 74444**
- Follow their instructions
- Wait for them to arrive at the following point:
entrance with ramp on the Saleve side →
- Provide them all the information they need!





NP Hall – Safety Team and Visits Coordinators

Safety team:

PSO (Project Safety Officer): John Etheridge – 164647

EP DSO: Olga Beltramello – 160171

TSO (Territorial Safety Officer) and EP ADSO: Letizia Di Giulio – 168487

EP in situ Safety Coordinator: Johan Poirot – 168883

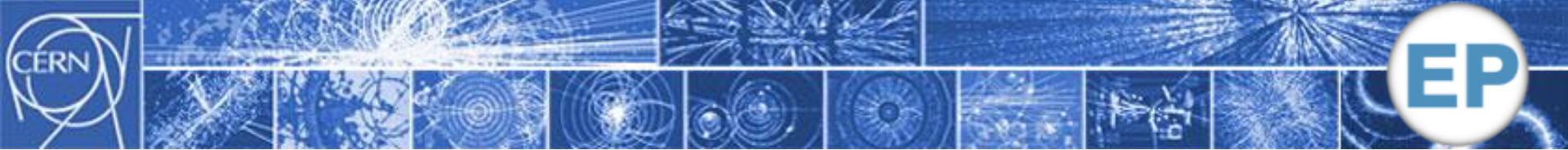
Visits Coordination:

Stefania Bordoni – 160961

Audrey Deidda & Simona Kriva - 168496

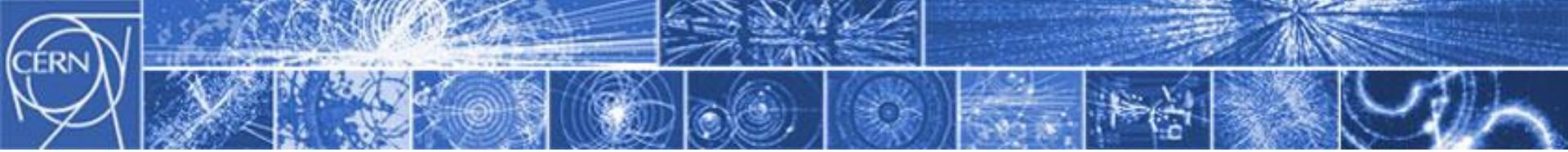


Contact them for any doubt!



Thanks for taking this course and do not hesitate to contact the EP Safety Office for any “safety” questions!

<https://ep-th-safety.web.cern.ch/>



Visits foreseen for early 2018

19 January: University Student (DESY) - 2 X 24 students (2:30 – 3h30pm)

2 February : DUNE Collaboration Meeting - xxxx

3 February : CERN Alumni – 4 X 24 people (3:00 – 7:00 pm)

A mail will be sent to call for guides, please help us to cover all these slots without overload the same people