



ALICE OD2019

Training for underground areas guides and crowd marshals

Procedures and timing



- ◆ A warm welcome to all of you and a big thanks for volunteering for this event.
- ◆ This training will give you procedures and timings concerning your role.
 - MANDATORY! No training, no underground!
- ◆ This year the underground visits will cover a bigger portion of the LHC (up to the end of the straight section on the A side) which means:
 - Longer duration (28’).
 - More walking ☹️
 - Not much more talking ☹️ ☹️ ☹️
 - Many more things to see and to take picture of 😊☹️
- ◆ TIMING will be crucial to keep the flow going.
 - We cannot have too many visitors underground simultaneously (safety).

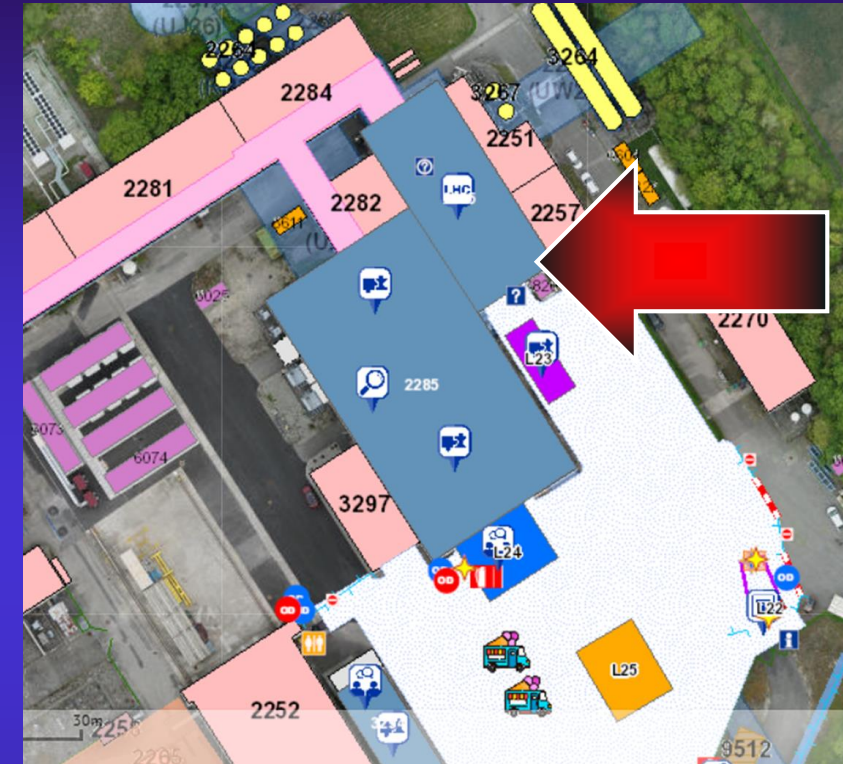


- ◆ Underground Guides (UGs) and Underground Crowd Marshals (UCMs) are interchangeable:
 - You can all be UCM whenever you want (to recover and to give other people a chance to be UG).
 - You can all be UG whenever you feel ready for it (mainly preparation: knowing well what to say, but also physically and mentally).
 - Non-ALICE volunteers who want to do UG can ask us for some material, just **make sure** you know what is what (in case of questions).
 - Volunteers with other roles may also do occasional UG+UCM (e.g. during lunch break or peak hours).
- ◆ Let us give everyone a chance to do both roles whenever this is possible!

Where and when



- ◆ Shifts: AM 8:30 to 14:00 and PM 13:30 to 19:00, Friday: 13:00 to 18:00. Be ready to start at the given time. Come at least 10' before and get ready to go right away. Don't be late!!!
 - Activate the dosimeter (see later).
- ◆ UGs and UCMs will gather in SD2 at the beginning of the shift.
 - Personal belonging can be left in ALI-COF (check if you have access!).
 - There will be other people in SD2 doing things like groups forming, waiting time handling, games etc...).





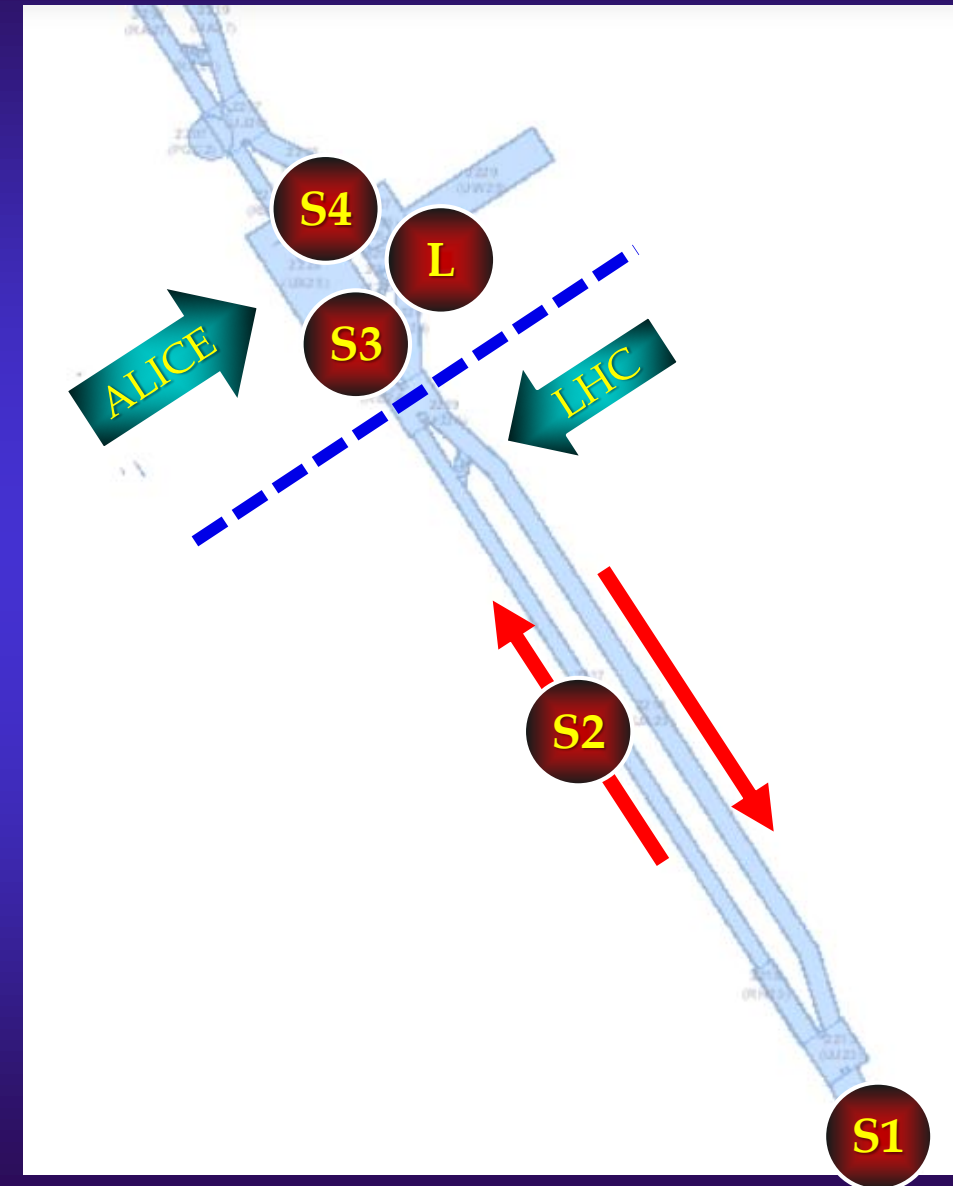
- ◆ Visitors will be grouped mainly by language.
- ◆ Maximum (optimal) 14 visitors per group
- ◆ One group every 4 minutes.
- ◆ One UG and one UCM will take a group and prepare for the visit:
 - Check physical conditions, shoes (we will have some extras), and ages.
 - Store visitors' luggage (ALL bags!) in a locked cage.
 - Provide helmets (of the same colour) and hair protection nets.
 - Give a quick introduction to the visit and show the operational dosimeter.
- ◆ There will be no coordination to decide the next UGs and UCMs: when you are ready, just coordinate amongst yourselves.
 - Give everyone a fair chance!
- ◆ The groups will then enter/exit via the PAD doors (MAD will be closed).
 - The doors will be open all the time, we won't have to badge.

Visit path and Stops



- ◆ L: PM (LHC) lift, start and end of visit.
- ◆ S1: end of straight section, SC magnet.
- ◆ S2: B1 injection or ZDC.
- ◆ S3: Low Beta platform.
- ◆ S4: Muon stations.

- ◆ No crossing, only gentle “pushing” if the previous group is late.
- ◆ L down or up: precious 50” to explain things in a quiet and relaxed environment!
 - For example: when going up, tell about the other Point 2 OD activities and show the operational dosimeter.

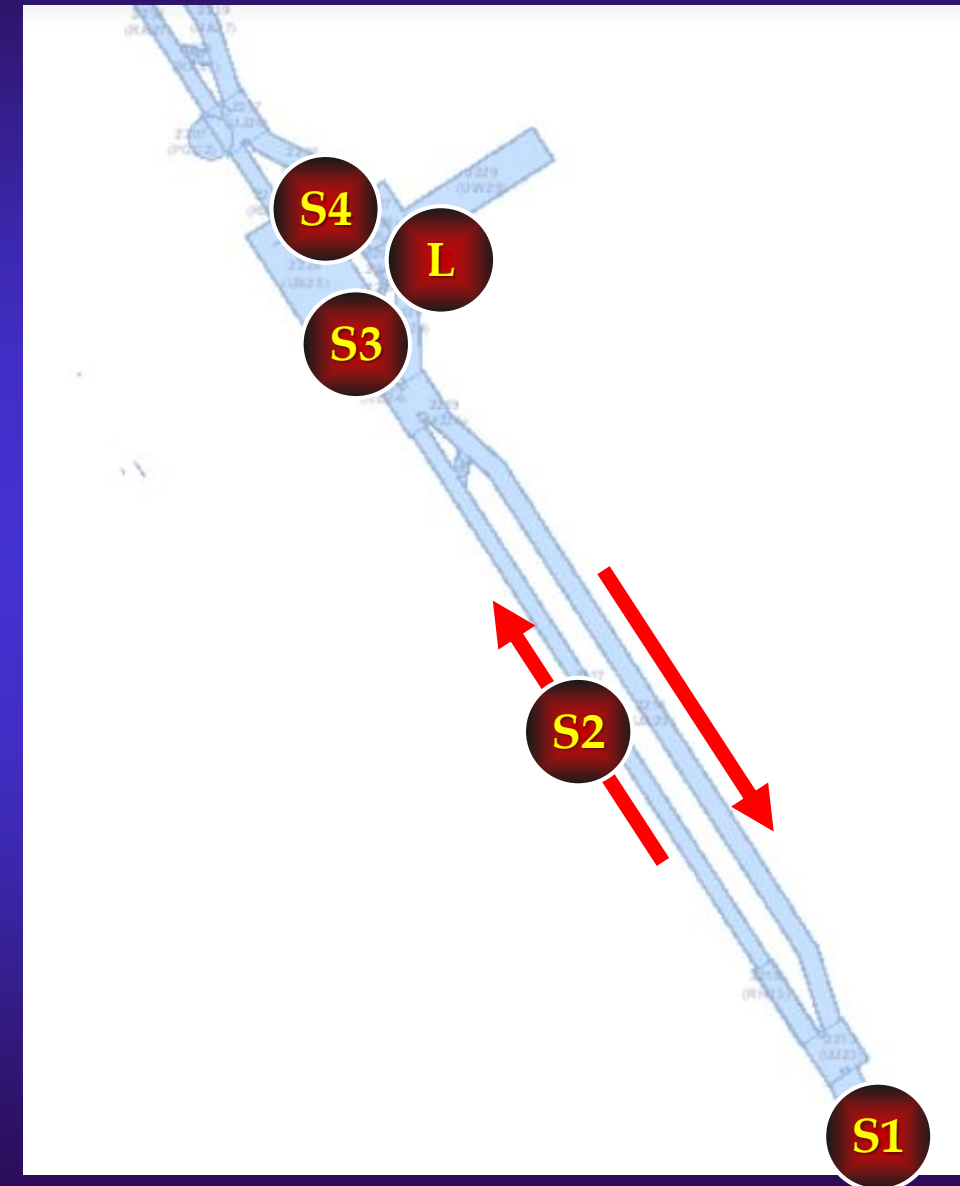




- ◆ 0m Enter L.
- ◆ 10m Leave S1.
S2: very quick (30s max).
- ◆ 22m Leave S3.
- ◆ 26m Leave S4.
- ◆ 28m Exit L.

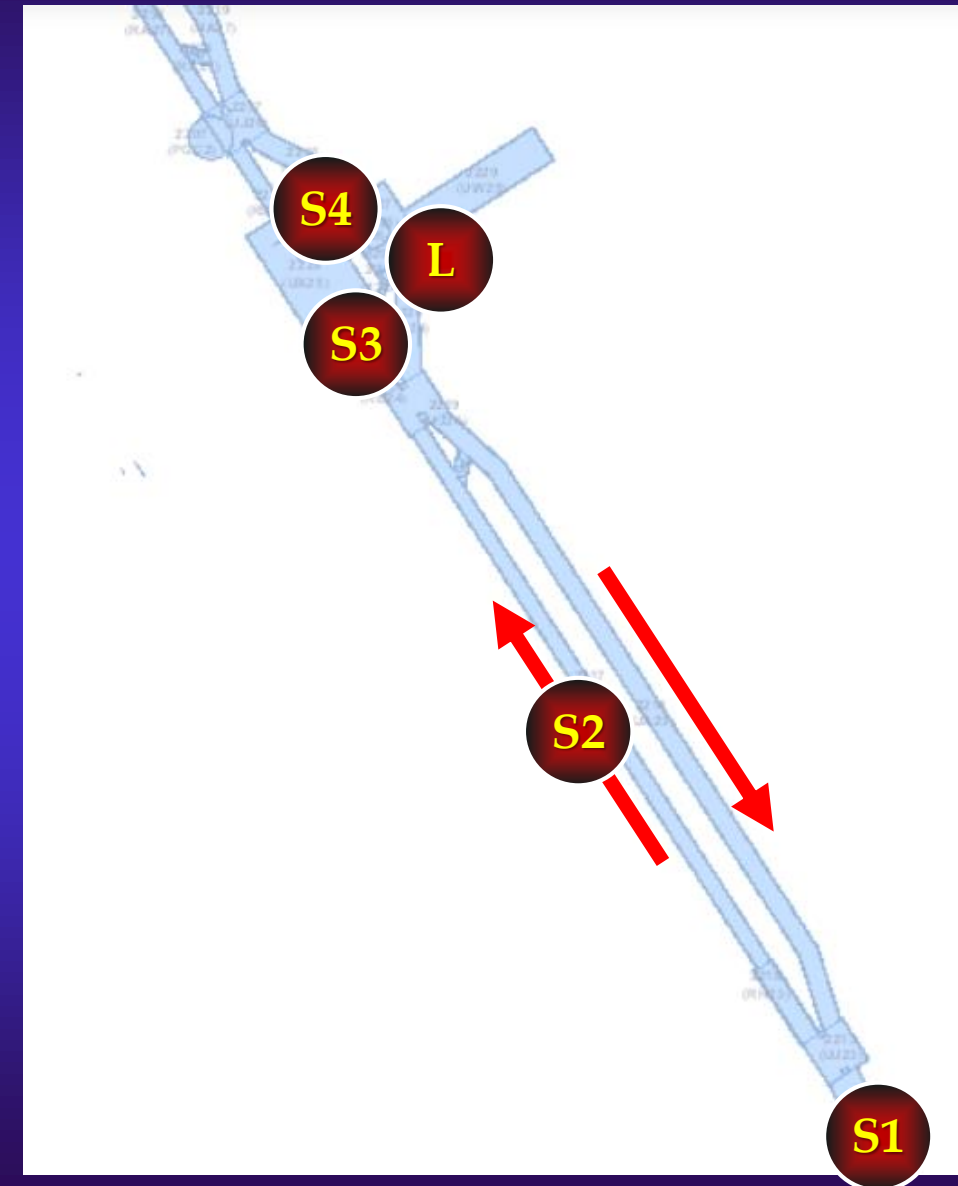
- ◆ Timing strictly enforced by UCMs!

- ◆ Be very careful not to slow down, particularly between L and S1 and between S1 and S3.





- ◆ L (waiting & going down): introduction.
- ◆ Leaving L (before the doors to UA23): intro to the service tunnel, explain where we go and what we will see (after the doors it is too noisy).
- ◆ S1: SC magnet (HW, poster), introduction to the LHC tunnel.
- ◆ S2: B1 injection or ZDC.
- ◆ On the way between S1 and S3: little talking (no time & space).
- ◆ S3: central components + upgrade.
- ◆ S4: muon components.





- ◆ Reset and return the support material.
- ◆ Collect/dispose helmets + hair protections.
- ◆ Show the operational dosimeter (if not already done in the lift).
- ◆ Give the luggage back to the visitors.
 - Group forming people may help to get quickly out of the way.
- ◆ Move aside.
- ◆ Ask the visitors if they have questions and answer them to your best.
 - UCMs are more than welcome to intervene/help!
 - Take your time.
 - Talk also about the other OD activities (exhibition, stands).



- ◆ Prepare the support material:
 - “Guide” vest, PPE, personal dosimeter, operational dosimeter (check it!).
 - Portable loudspeaker (switched off).
- ◆ Check visitors before the visit (shoes, medical conditions, ages 12+, remind no food/drinks/smoking).
- ◆ Show to the visitors the operational dosimeter and explain its use.
 - Fill the dose sheet (see later) with the start-of-visit status.
- ◆ At the end of the descent, after leaving the lift: switch on the portable loudspeaker.
- ◆ Lead the visit, check with the UCM that all is OK.
- ◆ Before re-entering the lift: switch off the portable loudspeaker.
- ◆ Post-visit actions:
 - Help visitors to return/dispose their material (helmets, hair nets)
 - Show the visitors the operational dosimeter.
 - Return the portable loudspeaker and put it to charge.
 - Fill the doses sheet (see later) with the end-of-visit status.
 - Get aside, thanks the visitors, answer questions (if any).



- ◆ Prepare support material:
 - “Crowd Marshal” vest, PPE, personal dosimeter.
 - Chronometer (reset).
 - Visit instruction sheet (timings, emergency info, “GO!” sign).
- ◆ Visually check visitors before the visit (shoes, age 12+, clear signs of something wrong e.g. drunkenness).
- ◆ Open a cage, fill it with visitors’ bags (ALL bags!).
- ◆ While entering the lift: start the chronometer.
- ◆ Follow the group checking for slow people and eventually waiting for them, particularly in the LHC tunnels.
 - Be particularly careful that nobody touches anything all the time, particularly in the LHC tunnel and on the gangways!
- ◆ At the Stop points (S1/S3/S4):
 - Remain in view of the UG.
 - Check the time and remind the UG when the time is over or when the next group arrives (“GO!” sign).
- ◆ At the end of the visit:
 - Open the cage and return the visitors’ belonging.
 - Help the UG to complete the visit (to get aside as quickly as possible).



Pour tout problème concernant ce formulaire, contacter yann.donjoux@cern.ch - Tél: 160105

En cas d'urgence, appeler les pompiers au 74444

- Pour chaque visite, le guide doit indiquer son identifiant CERN, son prénom/nom, la date et les heures d'entrée et de sortie, ainsi que les doses affichées par le dosimètre opérationnel en début et en fin de visite. Les données peuvent être enregistrées sur support papier ou sur support informatique.

- Les guides doivent apporter une attention particulière à ce que les visiteurs ne touchent ni aux accélérateurs ni aux détecteurs, ne retirent aucun matériau des régions visitées et ne mangent et ne boivent pas dans les zones surveillées.

JOURNÉES PORTES OUVERTES 2013 - ENREGISTREMENT DES DOSES

Point de visite Campus:

Doses exprimées en μSv (telles que lues sur le dosimètre)

(*) Dose nette = (Dose en sortie) - (Dose à l'entrée)

Prénom / Nom (Guide)	CERN ID	Date	Heure d'entrée	Dose à l'entrée	Heure de sortie	Dose à la sortie	Dose nette (*)



- ◆ Whenever you need to take a personal break:
 1. Check that there are enough UGs+UCMs to keep visits running. If not, call a site administrator (Arturo, Klaus, Despina, me...).
 2. Leave a word to the volunteer that keeps the OD-flow timing.
 3. Be back as soon as you can (you can still relax in the visit start area if you need more time).
- ◆ There will be volunteers doing other roles that will help you covering hot moments (lunch time, peak hours).



- ◆ Personal dosimeters are MANDATORY for all UGs and UCMs.
- ◆ The operational dosimeters will have to be reactivated at the beginning of each shift!
 - UG or UCM will do it before the first group (8:30 or 13:30).
 - One dosimeter per UG/UCM (CERN ID + Impact number).
- ◆ PPE can be provided on demand (well before the beginning of the shift).
 - Limited number! We recommend you purchase your own.
- ◆ Portable phones (possibly on CERN network) are recommended in case of problems.
 - Bring your own phone charger!
 - WiFi may be overloaded, if possible use GPRS (not on CERN phones registered on French networks).
 - We will also have TETRAs and the standard red phones – see Klaus' presentation.
- ◆ Usual dress code as for normal underground work (see [here](#)).
- ◆ It will be a long day, be prepared!

Vests and helmets



Role	Vest	Color
Guide Supervised area guide	Guide	Royal Blue
Gate agent Crowd marshal Supervised area crowd marshal	Flow control	Royal Blue
Science. Questions?	Science. Questions?	Royal Blue
Site Manager	Site Manager	Red
Info agent	Info	Pink

◆ Helmets:

- White: UGs, UCMs, and all other volunteers/CERN personnel.
 - If you have a helmet which is not white, please replace it with a white one.
- Non-white: visitors (same colour for the same group).

Portable loudspeakers



Microphone plug

USB charging port

Charge status (percentage)
100 = fully charged

Volume -

ON/OFF button
(keep pressed for at least 5 seconds)

Unused

Volume +