NP Hall Visits
Guides’ training
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NP Hall – Visits Procedure
NP Hall Visits – As Guide, you

- Are authorized to access the NP Hall
- Have followed the NP Guides Training *(this one!)*
- Are on the authorized NP Guides List (EDMS number 1725576)
- 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 – **Planning and approval process I**

**NP guided visits for VIPs** visitors follow the procedure on EDMS 1722535, which follows the **GSI-SH-1**, November 2015 (EDMS number 1137263)

- 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, in the description of each visit, must mention: date and time, number of visitors, name of the trained official guide
np visits – planning and approval process ii

- all the scheduled visits must be announced via impact by the visits coordinator. it is important in order to manage the coactivity!

- the organiser of the visit is in charge to give to all the visitors the cern “safety information for visitors” document (edms number 1609927)

it is reminded to all the guides that 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 – 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**.

- 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**.
NP Visits – Specific procedure

- The organiser of the visit brings the visitors outside the building of the NP Hall, where they meet with the guides

- Before entering the NP Hall, the guide must check that the visitors:
  - are wearing **helmets**;
  - are wearing **flat and closed shoes**;
  - 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
NP Visits – **Specific procedure**

- The guide will bring the visitors inside, **on the platform** at the entrance of the building, Lausanne side (see visit path)

  From this wide platform it is possible to see the whole extension area and the guide can explain the project and its current state

- In case of emergency, the guide will conduct the visitors to the nearest and/or safest exit point. Please, note that in case on any accident, an **Internal Report for Accident** ([https://edh.cern.ch/Document/General/Accident2](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 – Visit Route

Entrance visits platform (1st floor)

Saleve Side

Jura Side

Lausanne Side

NP Hall

NP02

NP04
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**

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.

1. 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 – Alternative emergency paths from the platform
There are two assembly points on the sides of the building:

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

PSO (Project Safety Officer): John Etheridge – 164647
EP in situ Safety Coordinator: Johan Poirot – 168883

TSO (Territorial Safety Officer): Michael Jeckel – 164710

EP DSO: Olga Beltramello – 160171
EP ADSO: Letizia Di Giulio – 168487
EN DSO: Ramon Folch – 1604413
EN DDSO: Simon Francois Cherault – 168458

Contact them for any doubt in matters of safety!
(more numbers/emails on CERN phonebook)
Thanks for taking this course and do not hesitate to contact the EP Safety Office for any questions!

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