

SAFETY INSTRUCTION.

... for visitors

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With input from DESY groups V8 and D3

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Safety Information for Visitors

To get access to a radiation controlled area

No access for..

- ...People below the age of 18 years
- ...Or when pregnant or nursing mothers

Short training about the accessing rules needed

- Documentation with signature

Guidance

by a DESY or European XFEL employee

The image shows a safety instruction form titled "Visitors of the XFEL-accelerator". It contains several sections: a header with the title and status date (March 2011), an introductory paragraph explaining the purpose of the form, a section for personal dose determination, a list of rules for visitors, and a registration table. The rules include: 1. Persons under 18 years of age, pregnant and nursing women are not permitted to enter controlled areas. 2. Eating, drinking and smoking during the stay in controlled areas are prohibited. 3. Entering prohibited areas is not allowed under any circumstances. 4. The guide has to wear a valid official personal dosimeter. 5. Every visitor must wear a direct reading electronic personal dosimeter (EPD). 6. A DACHS access card (red) is required for signing in. The registration table has columns for Last name, First name, Company/Institute, Access Card No., and Signature.

Visitors of the XFEL-accelerator Status: March 2011

Visitors of the XFEL accelerator are allowed to enter controlled areas of the XFEL accelerator temporarily for visiting purposes only without working independently there. A brief instruction of the visitors is required for this visit. Visitors confirm by signing that they have received this instruction. This protocol is to be handed back to D3.

The personal dose is determined by an electronic personal dosimeter (EPD), which is read out when leaving the accelerator area. The dose value is stored in a database.

Increased radiation must be expected in controlled areas of the XFEL. Please keep distance to all beam line elements.

Rules for visitors entering controlled areas of the XFEL-accelerator:

- Persons under 18 years of age, pregnant and nursing women are not permitted to enter controlled areas at the XFEL.
- Eating, drinking and smoking during the stay in controlled areas are prohibited.
- Entering prohibited areas is not allowed under any circumstances.
- The guide has to wear a valid official personal dosimeter.
- Every visitor must wear a direct reading electronic personal dosimeter (EPD). The EPD must be registered at the turnstiles in the shaft or photon tunnel entrances and booked out again when leaving the area.
- A DACHS access card (red) is required for signing in. With this card every visitor must also register at each controlled area entrance.

Please compile on your PC or in block letters.

Additional contents of the instruction				
Safety instruction				
<input type="checkbox"/>				
Responsible DESY or XFEL guide				
Last name	First name	Group	Date/Signature	
Visitors				
Last name	First name	Company/Institute	Access Card No.	Signature

valid at EuXFEL as well:

DESY- Emergency Number
in the event of fire, an accident or other
emergencies
Tel.: 2500 (internal)
Tel.: 040-8998-2500 (external)

Rules when entering controlled areas

*The rules are based on common sense behavior.
They exist for your personal safety*



No food or beverages are allowed to be consumed !



No smoking !

Stay on the path / with your group

Follow your guide !

Watch your step / check for obstacles



In case of an alarm, follow your guide to the next exit and leave the area *fast but calm*



Do not touch any equipment or pick-up „souvenirs“



You may take pictures / videos of everything *but not of employees without their consent.*

Tunnels and shaft buildings

- Long Tour (XTL)
- Short Tour (Injector)



Access to European XFEL

Requirements to enter the halls, tunnels and shaft buildings

Everyone entering the controlled area of the facility, including the injector buildings (XSIN, XTIN)

... has to be instructed about the hazards and safety measures,

... and everyone, incl. Visitors, has to carry

- An access card („DACHS“),
- A transponder,
- A electronic personal **dosimeter** (EPD)



**Guest
DACHS card**



transponder



EPD

+



For DESY employees,
Their own dosimeter

Photon tunnels & accelerator tunnel/cold linac (XTL)

in addition to the above mentioned,

Everyone entering the round tunnels underground has to carry:

- An **Oxy-box** / **self-rescuer** (Selbstretter) → **special instruction required**



Oxy-box



For DESY employees,
1x cell phone (D1)

Access into the facility

Specific procedure

**At the entrance to the facility,
there are controlled access points with turnstiles.**

Why?

Because

1. access authorization is checked at this point
2. The transponders, are activated at the turnstile upon entry (and deactivated again upon exit).

