
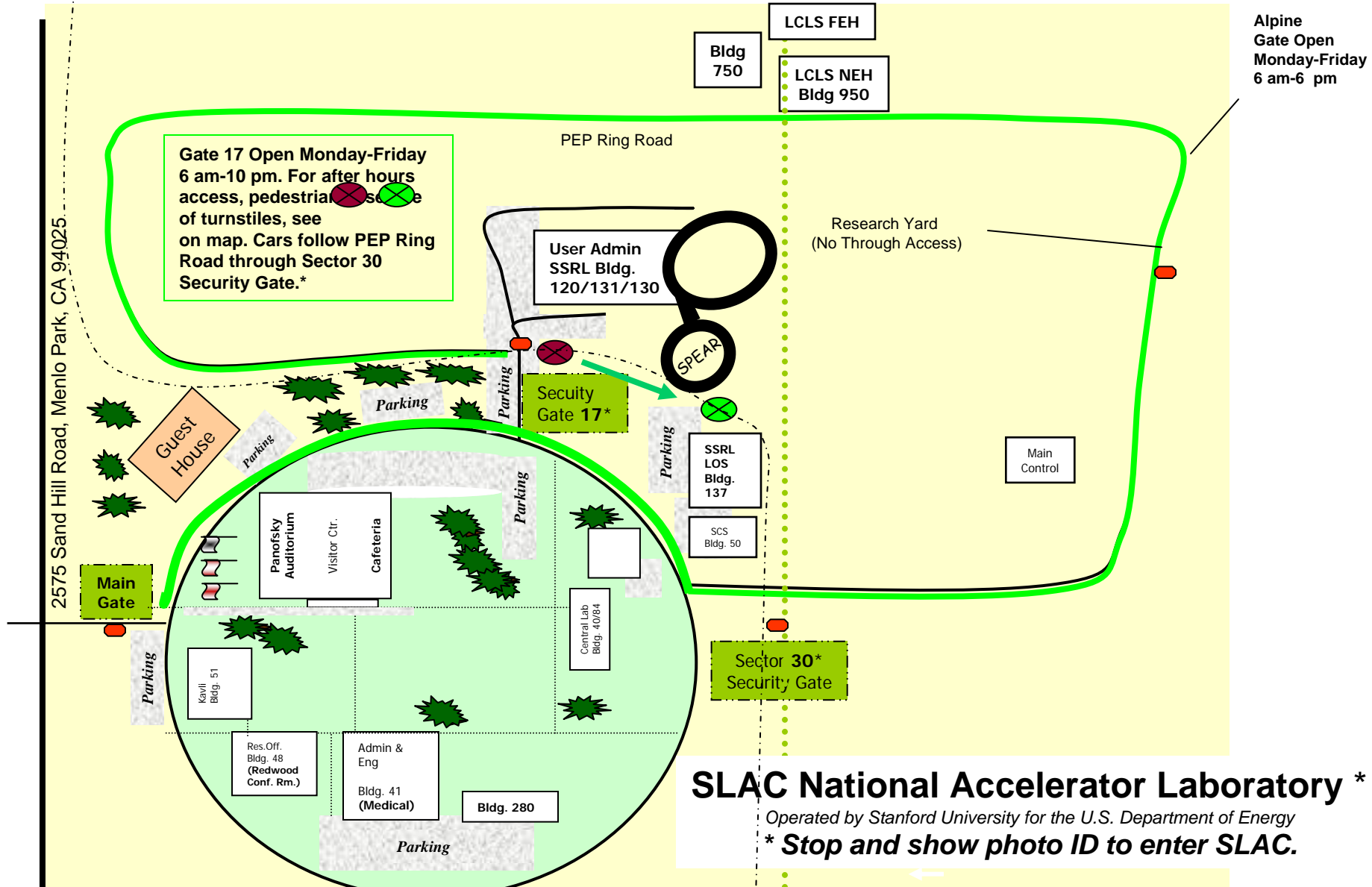


User Site Safety Orientation

Emergency Information

- Be aware of emergency exits in your buildings – contact LCLS Floor Coordinator if needed
- Fire or other emergency evacuation
 - Follow building residents out of building to the assembly area
- Earthquake
 - Remain in building: Duck, cover, and hold position until shaking stops
 - Evacuate building to assembly area outside (follow others)
 - Stay away from windows, downed power lines
- In the event of an emergency
 - Dial 9-911 from a SLAC phone or Dial 911 from your cellular phone
 - Provide SLAC address (2575 Sand Hill Road, Menlo Park, CA; cross street Saga Lane) and your building/room number (LCLS Building 950 Near Experimental Hall).
 - Call Security at x5555 to notify of the 911 call.

NOTE: Security Gate 17 is only open Monday-Friday 6 am-10 pm. Access during other hours through turnstile for pedestrians or through the Sector 30 Gate via PEP Ring Road. If this turnstile is not working, please proceed to the turnstile beside the SSRL building 137 (see  on map; go right, up the stairs, through parking lot, follow fence on your left) or drive to the Sector 30 gate. If you have questions or need assistance, contact Security at 650-926-2551.



SLAC National Accelerator Laboratory *
Operated by Stanford University for the U.S. Department of Energy
* Stop and show photo ID to enter SLAC.

Safety Around SLAC Site

- SLAC speed limit is 25 mph/40 kph on the main roads
- Some areas (parking areas, construction areas, blind curves) have lower posted speed limits, e.g., 10 mph/16 kph
- Pedestrians have the right-of-way on site; you must stop to let pedestrians cross the road
- Traveling by Bike
 - Bike helmet must be worn at all time
 - Obey all traffic signs, especially stop signs
- SLAC ID badge must be on self at all times
 - Dosimeter will be issued only if determined necessary by the Safety Officer during the experiment review process
- Access to User Research Administration Office in Building 120 or LCLS Near Experimental Hall Building 950
 - Between 6:00 am – 10:00 pm enter through Security Gate 17 or Sector 30 Security Gate
 - Between 10:00 pm – 6:00 am enter through Sector 30 Gate only.

Integrated Safety and Environmental Management System (ISEMS)



■ Define Scope

- Definition of scope done during experiment review
- **If work plan changes, stop and return to this step**

■ Analyze Hazards

- Analysis done during experiment review
- Work plan review with supervisor at hutch

■ Develop/Implement Controls

- Experiment safety checklists have been generated
- Some work will require use of an SOP or other procedure



■ Perform Work Within Controls


- Both **Authorization and Release** are required before work can begin
- Perform only **authorized and released** work
- Follow procedures and abide by safety postings
- Stop work if told to do so

■ Feedback and Improvement

- Notify supervisor or floor coordinator immediately if you have a safety question or concern
- Return URA questionnaire at end of experiment

On-Site Experiment Safety

- ❑ The 1st LCLS commissioning and user experiments will be conducted August-December 2009 in the Building 950 Near Experimental Hall (NEH), AMO Hutch (NEH Hutch 1)
- ❑ At SLAC, Work Planning and Control (WPC) policy requires that a knowledgeable SLAC employee review, authorize and release all work
 1. User proposals are reviewed by the Safety Officer to identify and evaluate any potential safety concerns prior to arrival
 2. Users working on site will have a designated ‘supervisor’, usually an LCLS Instrument Scientist, who reviews your work plan, assigns required training and authorizes work. The AMO Scientists are John Bozek  and Christoph Bostedt 

The LCLS Laser Contact is Ryan Coffee 
 3. Floor Coordinator will confirm that safety training has been completed and requirements have been met in order to ‘release’ any user work at LCLS

Safety at NEH Hutch

- LCLS Instrument Scientist will provide local hutch safety orientation
- LCLS 'Supervisor'
 - Responsible for ensuring that users have all training required to safely conduct their experiment
 - Reviews work plan with user
 - May assign additional training if needed
 - Additional training must be completed before work requiring that training will be authorized
 - Provides work authorization
 - Unescorted access to hutch area is not allowed until training is completed and work is authorized

Floor Coordinators

- Floor coordinators will provide 24 hour coverage
 - Contact for Safety, Emergency or Technical Support – ext 6267
 - Will provide hutch search training
 - Will post training summary document at hutch
 - Will provide work release
- Meet the LCLS Floor Coordinators:



Ed Akerstrom



Craig Brown



Wayne Polzin



Daniel Peterswright



Michele Swiggers

- Authorization by Supervisor and release by Floor Coordinator are BOTH required for work to start

When Experiment Ends

- Account for all samples, materials, or equipment that you brought to LCLS
 - Arrange for shipment to your home institution
 - Arrange for waste disposal at SLAC
 - Arrange for storage at SLAC
- Return any borrowed equipment or tools
- Notify Supervisor and the Floor Coordinator before departure
- Notify URA of departure
 - Return ID badge to URA in Bldg. 120
 - Complete and return end of run summary to URA