

## *You've been through New Employee Orientation...So, what's next?*

**December 17, 2004 (CD-doc-632, version 1)**

The Computing Division is committed to providing a safe working environment and encourage safe working practices for all of its employees and others who work with or for us. We fully support the Laboratory safety programs and initiatives. Our Senior Safety Officer has put together the following information for you as you begin your work in our Division. Please read it through and perform the action items.



**ITNA** – Here's your chance to look like you know what you're doing!! Remind your supervisor to do an Individual Training Needs Assessment (ITNA) on you, if he/she hasn't, already.



**Training** – Okay, your ITNA is done, right? Look here to see what training you need.

<http://www-esh.fnal.gov/pls/default/itp.html>

Enter your ID number and hit "submit"

Now go get the training! How? Sign up here...

[http://www-esh.fnal.gov/pls/default/class\\_sched.html](http://www-esh.fnal.gov/pls/default/class_sched.html)

Again, enter your ID number and hit "submit".

If you can't find a class scheduled, (as indicated on the left of the screen), you can request the class that you need, (see right side of screen) and you will be notified when it is available.



**Computer Room Work** – Does your job bring you into the computer room? If so, make sure that you read this.

[http://cdinternal.fnal.gov/esh/Computer\\_Room\\_HA.html](http://cdinternal.fnal.gov/esh/Computer_Room_HA.html). Print out the signature sheet, sign it and send it to Amy Pavnica, MS 119. You will get credit for this when it is received. Also, read over document

[http://cdinternal.fnal.gov/esh/Computing\\_Room\\_Procedures.htm](http://cdinternal.fnal.gov/esh/Computing_Room_Procedures.htm). This will tell you vital information about all of Computing Division's computer rooms.

If you are going to be involved in the purchasing of equipment in the computer room, you **MUST** follow the notifications and procedures in this document,

<http://cdinternal.fnal.gov/purchasing/EquipmentProcurementChecklist.htm>

Failure to do so will result in the delay of your equipment being installed.



# Emergency Plans



## Dial 3131 for EMERGENCIES!!!!



### Wilson Hall

[http://cdinternal.fnal.gov/esh/wh\\_emergency\\_plans\\_and\\_procedures\\_II.htm](http://cdinternal.fnal.gov/esh/wh_emergency_plans_and_procedures_II.htm)

- **Fire: Do not** use the elevators! Evacuate through the south stairwell, head all the way down to the ground floor and go out the exit. Assemble in the parking lot. If the south stairwell is blocked, use the north stairwell. Make sure that you exit the building! Physically disabled individuals should be assisted to the stairwell (on the other side of the fire door!) and wait for the fire dept. to assist them down the stairs.
- **Severe Weather:** Head immediately to the ground floor shelter by way of the south stairwell. The shelter is located on the ground floor, between Wilson Hall and the Booster Tower. As you approach the ground floor, signs will direct you to the shelter. Physically disabled individuals should assemble in the bathrooms located at the north end of the building. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.

### FCC

[http://cdinternal.fnal.gov/esh/fcc\\_emergency\\_plan.htm](http://cdinternal.fnal.gov/esh/fcc_emergency_plan.htm)

- **Fire: Do not** use the elevators! Evacuate the building using the nearest exit or exit stairwell. Exits and exit stairwells are located at the east and west sides, as well as the center rear of the building. The designated evacuation assembly area is the grassy area north of the FCC parking lot. Those who have exited from the rear of the building should assemble at the north grassy area, next to the ditch by the road. In case of inclement weather and/or delayed re-entry into FCC, assembled personnel will be instructed by management to report to their alternate evacuation assembly area. The alternate evacuation assembly area is CDF.
- **Severe Weather:** Report to the designated shelter on your floor. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise. The designated shelters are: first floor – conference room, tape vault (manually shut center doors) and washrooms; second floor – washrooms, conference rooms A & B and center stairwell; and third floor - 343, 355, (Video Conference Lab) and 369 (manually shut doors), center stairwell and washrooms.

### D0

- **Fire: Do not** use the elevators! Evacuate the building using the nearest exit or exit stairwell. Assemble in the North parking lot, unless instructed otherwise by the emergency warden.
- **Severe Weather:** Report to the 1<sup>st</sup> and 2<sup>nd</sup> floor Fixed Counting Rooms. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.

### CDF

- **Fire: Do not** use the elevators! Evacuate the building using the nearest exit or exit stairwell.
- **Severe Weather:** Report to the North or East stairwells that lead to the pit level. Remain in the shelter until the floor warden, under the direction of the Com. Center, states that it is safe otherwise.





## INJURIES

### Most common injuries in Computing Division

- Back (repetitive lifting and one-time lifts)
- “Office Athlete” injuries – repetitive motion injuries to wrists, hands, shoulders and neck due to computer work
- Trips and falls

**Plain and simple**, if you hurt yourself at work, tell your supervisor and go to Medical! Not reporting your injury may result in delaying recovery time, especially if the injury is serious! It could also mean an angry boss because Lab policy requires immediate reporting of injuries.



Finally – Please sit down with your supervisor and discuss with him/her the expectations they have, including training, working safely, working alone, the division’s card reader system <http://cdinternal.fnal.gov/building/index.html>, etc. The better informed you are, the less likely you will be to get into trouble!

We encourage you to comment on the content and/or usefulness of this document via email to [pavnica@fnal.gov](mailto:pavnica@fnal.gov).

## Computing Division Controlled Access

The Computing Division has controlled access areas in the Feynman Computing Center building and Wilson Hall. In addition to standard locks and keys in many areas, ID card readers are utilized where operating environments and/or asset value is important. Card readers read employee ID and expiration date information bar-coded on the backs of the cards. Doors controlled by card readers have electronic locks. They can also be opened by key.

New and renewed Fermi ID cards should be presented to our [building manager](#) located in FCC1E, room 144, x2865. The appropriate information will be entered into our system to allow card access to areas where you need to work. Our building manager must have some form of approval from your supervisor before access can be granted. Web accessible maps of card reader locations and hours can be viewed at <http://cdplant.fnal.gov/>. Once there, select the card reader project and follow the instructions.

*last updated 11/2/2000 SD*