

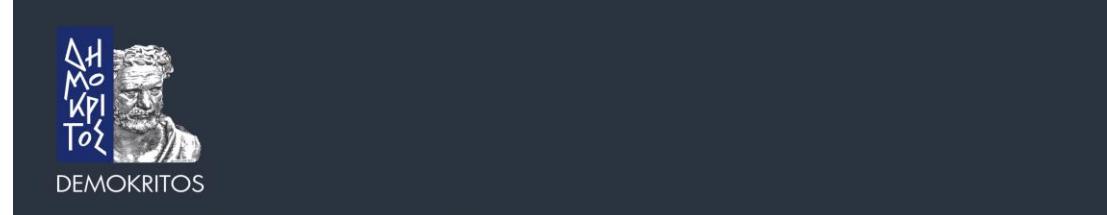


NATIONAL CENTRE FOR
SCIENTIFIC RESEARCH "DEMOKRITOS"

Safety and Security Information for Visitors

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**This booklet is intended to make your visit to NCSR Demokritos safe.
We kindly request that you comply with the enclosed instructions**



Welcome to NCSR Demokritos

Please take a few moments to familiarise yourself with the health and safety information outlined in this leaflet.

- When entering NCSR Demokritos campus, you will be asked to resign your ID at the main gate, and will be given to you a card on which the word VISITOR is displayed. You are asked to carry this card whilst on our premises. Upon leaving the site, please return the card to reception and retrieve your ID.
- All visitors should remain on our premises only for the time period that be accompanied or supervised by the host or a member of staff.
- You must not enter any area or touch any machinery, or equipment, unless authorised by your host.
- Please note and comply with any specific safety requirements that are displayed or verbally communicated by your host.
- Please wear any necessary Personal Protective Equipment that is provided whilst in specific areas of the site. If you feel that you require any PPE or safety equipment of any kind, please ask and it will be provided, unless it is felt that you or your company should supply this as standard procedure.
- Only NCSR Demokritos staff is allowed to use the site's equipment. If you need to use the equipment, your host will arrange for a member of staff to work with you.
- Safety signs, notices and instructions are provided to protect you; we require that you comply with them. Please ask a member or staff if you are unsure.
- There are certain areas within the centre where access is restricted to authorised persons only.

Your host will be able to answer any queries that you may have regarding your visit to the centre. We hope you have a safe and enjoyable visit.

If you hear the fire alarm:



If the alarms sound continuously, you must leave the building by the nearest available exit and proceed to the assembly point. Fire Wardens are available to assist you during the evacuation. In the event of fire, do not use the lift.

If you discover / or suspect a fire:

Call the emergency numbers ([extrn:5, 3358, 3994](#)) or Security ([extrn: 3541, 3542](#) in no working hours) and inform your host. For urgent situations, activate the fire alarm by using one of the red break-glass Call Points (situated at all staircases and final exits) leave the building and make your way to the assembly point. Remain at the assembly point until told it is safe to return to the building.

Smoking:



The centre operates a No Smoking Policy within its buildings (in accordance with smoke-free legislation). If you wish to smoke outside, please ensure you extinguish and discard your cigarette in the facilities provided

If you require First-Aid:



There is a infirmary house staffed with fully qualified doctor and First-Aiders and can be contacted using the [extrn: 3880](#). Security ([extrn: 3541, 3542](#)) will arrange for an ambulance to be called if it is necessary. In addition, each of the Faculties / Departments has their own trained First-Aiders who are available to provide First Aid assistance as required.

Security

Security staff are available 24 hours a day to help, advise and support you during your visit. For general enquiries, the Security Department can be contacted on **extn: 3541 or 3542** or via the Security Office located near the main entry gate. The Security line is available 24 hours a day 7 days a week and could be used in an emergency

Special Needs

If you have any special needs, please do not hesitate to raise these with your host (before your arrival if possible). Arrangements can then be made to ensure that your visit runs as smoothly as possible.

Traffic

- Please maintain a high level of awareness when crossing roads
- Pay very close attention to the speed limit signs.
- The roads are used by cars, buses, bicycles and lorries.
- In order to continue to maintain a safe centre we would ask that you report any health and safety issues or concerns that you may have to your host or e-mail the Health and Safety Engineer, safetyofficer@inn.demokritos.gr.

We wish you a safe and pleasant visit to our site.

Thank you for visiting NCSR Demokritos

Please pay attention to the following signs during your visit to the campus:



Smoking is forbidden in all buildings and workshop



Photography and filming is generally forbidden



Do not touch machinery, plant, parts or materials



Go to the assembly point indicated



Recycle paper and cardboard only



Biological hazard



Explosive Material



Ionizing radiation



Magnetic Field



Toxic



Corrosive Substance



Laser hazard



General Warning



High voltage



Highly Flammable



Pressurized Cylinder



Hot Surface