



INSTRUCTION DE SÉCURITÉ SAFETY INSTRUCTION

Mandatory as defined in SAPOCO/42

IS51

Edited by: SC/FB

Date: December 2005

Original: English

Operational and Information Procedures in Response to Accidents

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1 Introduction and Scope

Accidents can never be excluded a priori and adequate procedures must guarantee the minimization of the consequences: rescue of victims, medical support, assistance to involved persons, protection of the environment and CERN property.

The scope of this Safety Instruction is to describe operational procedures in response to accidents, to assure coordination of interventions, both at CERN and with outside emergency services as well as the transmission of information within CERN and in case of need to the Host States Authorities and media. The adopted procedures depend on the seriousness level assigned to the event.

2 Definitions and Roles

Accident: Event occurring on the CERN Site and resulting in bodily injuries, having consequences for the environment, or causing significant damage to property belonging to CERN or third parties.

Near miss: Event presenting a significant risk exposure to the occurrence of an accident, even in the absence of injuries and damages.

Disaster: An event which develops beyond the procedures and means described in this IS and which requires, upon request from the Director General, the application of the emergency planning of the respective Host State.

Accident Coordination Group: A group set up by the Safety Commission Leader for managerial decisions and logistical/technical support of the fire brigade's intervention for mastering a serious accident of level 1. The members of the group depend on the type of accident and on the involved groups of CERN. In general the members are:

- The Head of the Safety Commission
- The concerned Safety Officers (TSO, DSO, PSO or GLIMOS)
- The Head of the General Safety Group
- A Fire Service Officer
- Experts of concerned SC groups
- The Head of the Security Service

Command System

For major accidents of level 2 the DG will set up a command system structure consisting of an operational **Command Post** and a strategic **Crisis Cell**.

The Command Post (PC) is a fixed or mobile installation to coordinate the intervention of different teams on the scene led by a commander of the Fire Brigade. The members are the representatives of involved emergency services.

The Crisis Cell prepares all managerial, strategic and political decisions to be taken by the Director General. The members are:

- The Head of the Safety Commission,
- The Head of Host State Relation office,
- The Head of the Press Office,
- Members representing the Head of Departments concerned,
- The Legal and Insurance Adviser,
- The Head of HR Department (in case of casualties),
- Experts by need.

The Leader of the Command Post reports regularly to the Crisis Cell on the evolution of the situation.

3 Levels of seriousness

Any accident or near miss occurring at CERN has to be reported to the Safety Control Room of the Fire Brigade (Tel. 74444). This initiates interventions and procedures depending on different levels of seriousness, which are assigned to each event as defined below.

Level 0 (Fire Brigade Level)

Level 0-1: Accidents with negligible injuries or damage which are usually rapidly settled locally.

Level 0-2: Minor accidents with injuries or small and limited damage and/or pollution, which can be easily mastered and that only concern the territory of the Organization.

Level 0-3: Accidents, fires or environmental hazards with injured person(s) and/or damage which can be mastered by CERN with limited need for coordination by CERN specialists or groups and/or singular outside assistance.

Level 1 (SC Commission Level)

Serious accidents with major injuries or damage or which require long term or high risk intervention of the CERN Fire Brigade or need for coordination by CERN specialists or groups as well as outside assistance. Accidents, where an impact on CERN's surroundings cannot be excluded.

Level 2 (CERN Level)

Major accidents with an important impact on the site of the Organization and surroundings. Major accidents outside CERN with threats to CERN areas or installations or extended need of coordination and extended support of Host States' emergency services.

This level requires a Command System with a Command Post and a Crisis Cell led by the Director General.

In a case where events develop beyond the means available to the CERN emergency response structures (so called "disaster"), the Director General may request the application of the emergency planning of the respective Host State.

The Commander of the Fire Brigade decides if level 0 is to be applied. The Safety Commission Leader decides on level 1, the Director General on level 2. In case of doubt a higher level of seriousness will be declared, with the possibility of lowering the level once a more complete picture of the situation is available.

4 Procedures in response to accidents

Table 1 (Annex 1) gives an overview and specifies the details for Command, Information, Reporting and Follow up. The procedures are shown in the flow chart (Annex 2).

4.1 Command

The **Command** column in the flow chart and the first column in the Table (Annex 1) identify the person, who is responsible for the overall control and coordination of the accident response. When applicable, this person takes a decision to set up an Accident Coordination Group (level 1), the Command Post and the Crisis Cell (level 2). The person on command, depending on the level of seriousness, may request the intervention of external services.

4.2 Information

The **Information** column in the flow chart contains the flow of information during the response measures or immediately after. This concerns firstly the internal information about victims, damage and environmental effects. It can also concern the external information given to the authorities of the Host States and media. Information or warning to the local population is always given under the responsibility of the host states authorities. The person in command must ensure that all the information is correctly dispatched.

The detailed calling lists for initial information of the Host State Authorities are part of the check lists. They are kept up to date by the CERN Fire and Rescue Service.

4.3 Reporting

The **Reporting** column in the flow chart contains the flow of reports when the immediate emergency response is terminated.

The person in command must ensure that all the information required to treat the event or to explain it is correctly dispatched to all those needing it.

4.4 Follow up

The **Follow up** column in the flow chart cites the administrative procedure for reporting of accidents and other post-event procedures.

5 Check lists

Check-lists for action in case of an accident have to be established for the individual members of the **Crisis Cell** and the **Accident Coordination Group** identified by their function.

6 Training and Exercises

Training sessions or exercises involving the CERN Management and the Host State emergency services shall take place regularly, at least once every year. The preparation is carried out by the CERN Fire and Rescue Service.

7 Reference Documents

- Safety Code A2, Reporting of accidents and near misses
- Safety Code A11, Administrative procedure following a serious accident or incident
- Environmental Management System (EMS) Manual, Chapters 3.3 and 3.5
- Radiation Protection Procedure (PRP) 9: Procédures d'urgence en cas d'accident ou d'incendie comportant une possible exposition externe ou d'une contamination importante

8 Annex

- **Annex 1:** Overview ‘Procedures in response to accidents’
- **Annex 2:** Flowchart ‘Procedures in response to accidents’

Annex 1

Overview 'Procedures in response to accidents'

Main levels of seriousness:	Level 0: Fire Brigade Level	Level 1: Safety Commission Level	Level 2: CERN Level
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Level of Seriousness	Person in Command	Information	Reporting	Follow up	Examples
Level 0-1 Incidents with negligible injuries or damage which are usually rapidly settled locally	None	The direct supervisor	Internal accident report Code A2 when appropriate	No formal follow up	Small cuts, minor spillage of oil or chemicals in a laboratory without consequences
Level 0-2 Minor accidents with injuries or small and limited damage and/or pollution, which can be easily mastered and that only concern the site of the Organization	Fire Brigade Team Leader	SC-FB internal SC-GS/SC-ME when appropriate	Fire Brigade intervention report, distributed to SC-Groups concerned, TSO, DSO Internal Accident Report Code A2 when appropriate	No formal follow up	Automatic alarms, small fires, ambulance assistance, elevator assistance, flooding
Level 0-3 Accidents, fires or environmental hazards with injured person(s) and/or damage which can be mastered by CERN with limited need of coordination by CERN specialists or groups and/or singular outside assistance	Head of Fire Brigade or Officer of the Permanence as his designate	Head of SC-FB Head of SC Secretary General SC Groups concerned Dep. Leaders concerned Safety Officers concerned Experts by need Press Office Legal Affairs Service	Internal accident report Code A2 FB intervention report to SC-Groups concerned, Host States relations and Dep. Leaders, Safety Officers	SC enquiry report, when appropriate (SAPOCO ch.7.9)	Fires in a building or underground, work accidents such as fall, electric shock Incidents with chemical, environmental, radiological issues Accidents with lifting equipment

Level of Seriousness	Person in Command	Information	Reporting	Follow up	Examples
Level 1 Serious accidents with major injuries or damage and/or which require long term or high risk intervention of the CERN Fire Brigade and/or need of coordination of CERN specialists or groups as well as outside assistance. Accidents where an impact on the areas surrounding CERN cannot be excluded	Head of SC Head of CERN FB Accident Coordination group for managerial decisions and logistical/technical support of the fire brigade's intervention	As level 0-3 plus immediate information to the DG, legal service, Host States relations, Press Office and experts as necessary. To outside CERN authorities as needed	Internal accident report Code A2 FB intervention report and provisional. enquiry report to DG, Dep. Leader, SC-Groups, Host States relations To outside CERN authorities and press as decided	SC enquiry report Code A11, Fact Finding, Accident Board by decision of the DG	Difficult fire or rescue operation, chemical, environmental, radiological, electrical, medical accidents and /or several casualties Dangerous inundations. Serious threats to tunnels and/or scientific installations
Level 2 Major accidents with important impact on the site of the Organization and the areas surrounding CERN. Major accidents outside CERN with threats to CERN areas or installations. Extended need of coordination and extended support of Host States emergency services. This level requires a Command System with a Command Post and a Crisis Cell led by the Director General	Director General A Command System is set up; it consists of a Command Post (PC) to coordinate the intervention of different teams led by the commander of the Fire Brigade and a Crisis Cell for preparation of managerial, strategic and political decisions	As level 1 plus information to outside authorities and experts when decided	As level 1 Information inside and outside CERN reserved to the DG and Press Office	As level 1	Fires, accidents, flooding, with serious impact and /or long term effects to installations. Collapse of buildings or installations Forest fires Aircraft accidents near or on the CERN site

Annex 2

Flowchart 'Procedures in response to accidents'

