Summary
This directive establishes the need for an Emergency Organisation (NFO) at the Paul Scherrer Institute (PSI), defines its purpose, regulates its structure and organisation as well as the alarms and behavioural measures, based on the legal requirements.

The conditions imposed by the Emergency Organisation and the behavioural measures that must be taken during an emergency at PSI, are mandatory for all members of staff working at PSI.

This directive was approved at the Conference of the Directorate of 05/04, and came into force on 20.04.2005. The german version of revision 4 was presented to the Conference of Directorate of 24.04.2012 and was approved.
PSI Emergency Organisation: Summary for all employees

This directive establishes the necessity of an Emergency Organisation (NFO) at the Paul Scherrer Institute (PSI), defines its purpose, regulates the structure and organisation as well as the alarms and basic behavioural measures, based on the legal requirements. The conduct measures that have to be adopted during an emergency at the PSI are mandatory for all employees working at PSI.

The role of the Emergency Organisation is:

- To ensure that the impact of an internal or external event on the PSI-workforce, guests (external users, guesthouse residents, KIWI-children), the population and the environment, are kept to a minimum.
- To ensure the impact of an internal or external event on PSI-infrastructure is kept as small as possible.
- To ensure that the specialists needed are prepared for an event (fire, explosion, personnel accident, escape of radioactive, biological or chemical agents etc) in order to deal with it rapidly.

The NFO Head is responsible for the constant operational readiness of the PSI Emergency Organisation. The NFO is composed of teams of emergency staff, the fire brigade, the radiation protection team, the medical team, the evacuation team, GENORA-logistics and the Security Centre.

All staff working at PSI are invited to contribute to the NFO, and to make themselves available when needed. Categorisation into an NFO-team will be made after consultation with their Supervisor and the appropriate Team Manager. Supervisors of NFO members are encouraged to provide the necessary level of training and practice during working hours.

In this directive, the behavioural measures to be implemented by employees at the PSI when various alarm signals are sounded are described in detail. The main NFO conduct measures are summarised in an Emergency Instructions Sheet, which is posted all over the PSI site (see figure below), on the Intranet and printed in the PSI-telephone directory.

The specific tasks of the various NFO-teams are set out in separate directives from the NFO.

<table>
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<th>Alarm Signals</th>
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| **Evacuation Alarm for Buildings** | • Close the windows  
• Switch off PCs and small ventilators  
• Bring experiments to a safe state  
• Evacuate all buildings in which an alarm is sounding  
• Follow the “Emergency Exit” signs to the marked assembly point  
• At the assembly point, wait for instructions from the NFO staff, and comply with them |
| Signal: ● ● ● ● ● ● ● ● ● ● ● ●||Acoustic signal lasting 90 seconds  
Blue lights flash in buildings where alarms are sounding  
Sections of NFO staff in operation |

| **Emergency Alarm** | • Stay where you are  
• Close all doors and windows  
• If possible, obtain information via the PSI Intranet  
• Wait for instructions from the NFO staff, and comply with them |
| Signal: ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■| Acoustic signal lasting 90 seconds  
Complete NFO staff in operation |

| **End of Alarm** | • All emergency instructions lifted  
• Resume normal activity |
| Signal: ____________________________________| Continuous tone lasting 60 seconds |