

# Leading Tours:

## B59 Computer Room

Any tour of the computer room - including official group tours, smaller group tours, and casual tours of any size - must be led with safety in mind. There are multiple hazards in the B59 computer room which can lead to serious injury or damage to equipment if the tour participants are not mindful of the hazards.

Anyone leading a tour is responsible for ensuring the safety of tour participants.

### Requirements:

- Closed-toe footwear is required. Flip-flops, open sandals, any footwear which does not cover the sides and toes of the feet, and spike heels, are not acceptable.
- Offer hearing protection (earplugs are available just to the right of the entrance from the elevator lobby)

### Before the tour starts:

Take a moment to brief your visitors on earthquake and fire evacuation procedures:

- In the event of an earthquake, move to the inside of the blue seismic moat plates. Protect your head with your arms.
- Following an earthquake or fire alarm, exit by the nearest exit and follow Building Emergency Team instructions. You will assemble at an assembly area.

It is essential that participants DO NOT TOUCH any machinery or equipment in the computer room. Remind your tour participants of the importance of this before the tour, and watch during the tour to make sure your guests do not touch any equipment. Also remind them to WATCH THEIR STEP and pay special attention to these potential hazards:

- Uneven floor tiles
- The moat plate (stay inside the perimeter if possible)
- Openings in the floor - NEVER step backwards without looking to see what is behind you
- Work in progress (people, equipment, and supplies may be present)
- Any other hazard or activity that is present in the room.

Tour leaders are responsible for the safety of their visitors and should consider the tour participants before the start of any tour. Customize the tour for the group. Especially in the case of school groups, with young, energetic and curious participants, keep the group together. If younger children are present, parents should hold their hands.