

**Instructions for access by third parties to at risk rooms and for functional room managers, informants and line managers**

BHV (in-house emergency team)/SIE (First aid rapid response group)/emergency services; Security; Cleaning staff; Technical staff/Contractors

| Access for BHV (in-house emergency) officer, SIE (First aid rapid response group) and emergency services staff (fire service, police or ambulance)  |   |
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| Instructions green ■ room: <b>What <u>MAY</u> be done?</b>  | Instructions green ■ room: <b>What may <u>NOT</u> be done?</b>  |
| <ul style="list-style-type: none"> <li>✓ Give first aid to victims according to NIBHV guidelines;</li> <li>✓ Use of extinguishing water.</li> </ul> <p>N.B. The functional room manager <u>always</u> informs the line management<sup>i</sup> in case of an incident, accident or emergency.</p>  | <ul style="list-style-type: none"> <li>• Not specified.</li> </ul>  |
| Instructions yellow ▲ room: <b>What <u>MAY</u> be done?</b>   | Instructions yellow ▲ room: <b>What may <u>NOT</u> be done?</b>   |
| <ul style="list-style-type: none"> <li>✓ Enter after consent of the informant, unless a life-threatening situation demands immediate entry;</li> <li>✓ Enter provided equipped with personal protection equipment;</li> <li>✓ Give first aid to victims according to NIBHV guidelines;</li> <li>✓ Use of extinguishing equipment present in the room;</li> <li>✓ After use follow the instructions of the informant regarding decontamination or other necessary actions to prevent spread of hazardous (CBRN) substances outside the room.</li> </ul> <p>N.B. The informant always informs the line management and the BVF/BSO (microbiological risk) or the ASC (radiological/nuclear risk)<sup>i</sup> in case of an incident, accident or emergency.</p> <p>N.B. In case of large-scale spread of hazardous substances the line management informs PSP (B&amp;O) as quickly as possible regarding any work on fans or ventilation ducts and the Stichting AL site (see <a href="#">KAM-rule 15m</a>).</p> | <ul style="list-style-type: none"> <li>✗ Use of extinguishing water;</li> <li>✗ Remove materials that have been contaminated from a yellow room without decontamination.</li> </ul> |

| <b>Access for BHV (in-house emergency) officer, SIE (First aid rapid response group) and emergency services staff (fire service, police or ambulance)</b>  |   |
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| Instructions red ● room: <b>What <u>MAY</u> be done?</b>   | Instructions red ● room: <b>What may <u>NOT</u> be done?</b>  |
| <p><b>Microbiological risk</b> (max. level 3) / <b>Radiological risk</b> (controlled zone / radio nuclides laboratory on B-level):<br/> <u>Only</u> accessible for emergency services taking into account the following instructions:</p> <ul style="list-style-type: none"> <li>✓ Only enter for rescue operations in case of a life-threatening situation. Strictly follow the directions of the informant here;</li> <li>✓ Enter provided equipped with personal protection equipment on direction of the informant;</li> <li>✓ Without a life-threatening situation give first aid to victim outside contaminated area according to NIBHV guidelines;</li> <li>✓ After use follow the instructions of the informant regarding decontamination or other necessary actions to prevent spread of hazardous (CBRN) substances outside the room.</li> </ul> <p>N.B. The informant always informs the line management<sup>i</sup> in case of an incident, accident or emergency.</p> <p>N.B. In case of large-scale spread of hazardous substances the line management informs PSP (B&amp;O) as quickly as possible regarding any work on the air treatment and the Stichting AL site (see <a href="#">KAM-rule 15m</a>).</p> <p>N.B. The line management, BVF/BSO (estimate of GMO/microbiological risk)/ACS (estimate of radiological/nuclear risk) and informant determine the level of exposure and/or environmental risk in case of an accident or emergency. It is also determined what measures must be taken (for example: decontamination of victim, room and materials used, removal of materials, medical attention).</p> | <p><b>Microbiological risk</b> (max. level 3) / <b>Radiological risk</b> (controlled zone / radio nuclides laboratory on B-level):</p> <ul style="list-style-type: none"> <li>✗ Enter room if there is <u>not</u> a life-threatening situation;</li> <li>✗ In case of a life-threatening situation: Enter the room without the measures described alongside.</li> </ul> <p><u>Note:</u><br/> Victims are decontaminated according to protocol and treated outside the red room or transferred to the ambulance service.</p> <p>Often these rooms are designed with a gas extinguishing installation. But even without a gas extinguishing installation this room is <b>not</b> accessible for the fire service and where possible measures are taken outside.</p> |

| Access Security   |   |
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| <p>Instructions green ■ room: <b>What <u>MAY</u> be done?</b></p> <ul style="list-style-type: none"> <li>✓ Enter;</li> <li>✓ Visual inspection of the room;</li> <li>✓ Report abnormalities (e.g. leak) to the room manager.</li> </ul>   | <p>Instructions green ■ room: <b>What may <u>NOT</u> be done?</b></p> <ul style="list-style-type: none"> <li>✗ Touch work surfaces or other materials present;</li> <li>✗ Open cupboards or lab equipment;</li> <li>✗ Switch off equipment (critical equipment is connected to an alarm system<sup>ii</sup> or GBS, that gives a message to the duty officer).</li> </ul> |
| <p>Instructions yellow ▲ room: <b>What <u>MAY</u> be done?</b></p> <ul style="list-style-type: none"> <li>✓ Visual inspection via windows and/or inner door windows present;</li> <li>✓ Report abnormalities (e.g. leak) to the informant.</li> </ul> <p>Note: Critical equipment is connected to an alarm system<sup>ii</sup> or GBS, that gives a message to the duty officer.</p>  | <p>Instructions yellow ▲ room: <b>What may <u>NOT</u> be done?</b></p> <ul style="list-style-type: none"> <li>✗ Enter.</li> </ul>   |
| <p>Instructions red ● room: <b>What <u>MAY</u> be done?</b></p> <ul style="list-style-type: none"> <li>✓ Report abnormalities if these are visible or audible from outside (e.g. leak) to the room manager/informant or BVF/BSO (GMO/microbiological) or Local Expert (radiological/nuclear);</li> <li>✓ Critical equipment is connected to an alarm system<sup>ii</sup> or GBS, that gives a message to the duty officer.</li> </ul> | <p>Instructions red ● room: <b>What may <u>NOT</u> be done?</b></p> <ul style="list-style-type: none"> <li>✗ Enter.</li> </ul>  |

| Access Cleaning staff <sup>iii</sup>  |  |
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| <p>Instructions green ■ room: <b>What <u>MAY</u> be done?</b></p> <ul style="list-style-type: none"> <li>✓ Enter;</li> <li>✓ Top up hand towel stock, soap dispenser;</li> <li>✓ Empty waste bins (only trade waste);</li> <li>✓ Clean the floors on request of the room manager and after this has been cleared of obstacles;</li> <li>✓ Wash the windows on request of the room manager and after the window sills have been cleared of materials and/or are accessible;</li> <li>✓ In case of abnormalities (for example waste or liquid on the floor) stop work and immediately report to the room manager and head of cleaning service.</li> </ul> | <p>Instructions green ■ room: <b>What may <u>NOT</u> be done?</b></p> <ul style="list-style-type: none"> <li>✗ Touch work surfaces or other materials present on them;</li> <li>✗ Touch laboratory or production waste, other than trade waste;</li> <li>✗ Open cupboards or lab equipment;</li> <li>✗ Switch off equipment;</li> <li>✗ Open windows.</li> </ul> |

| Access Cleaning staff <sup>iii</sup>   |  |
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| Instructions yellow ▲ room: <b>What <u>MAY</u> be done?</b>  | Instructions yellow ▲ room: <b>What may <u>NOT</u> be done?</b>  |
| <ul style="list-style-type: none"> <li>✓ Enter provided vaccination status is compliant and is checked by laboratory management;</li> <li>✓ Enter provided the monitored room / radionuclides laboratory on C-level has been released on the basis of a safe result of the sweep test;</li> <li>✓ Top up hand towel stock and soap/alcohol dispenser;</li> <li>✓ Empty waste bins (only trade waste);</li> <li>✓ Clean and disinfect the floors on request of the informant and after this has been cleared of obstacles;</li> <li>✓ Wash the windows on request of the informant and after the window sills have been cleared of materials and/or are accessible;</li> <li>✓ In case of abnormalities (for example waste or liquid on the floor) stop work and immediately report to the informant and head of cleaning service.</li> </ul> | <ul style="list-style-type: none"> <li>✗ Enter without having received prior instruction from the informant;</li> <li>✗ Have cleaning work carried out during laboratory work or production;</li> <li>✗ Touch work surfaces or other materials present on them;</li> <li>✗ Touch CBRN waste;</li> <li>✗ Open cupboards or equipment, other than intended for cleaning work;</li> <li>✗ Switch off equipment;</li> <li>✗ Enter without compulsory personal protection equipment. E.g. Personal dosimeter in case of radiological risk, protective clothing (such as lab coat);</li> <li>✗ Removal of cleaning materials from the monitored zone / radionuclides laboratory on C-level;</li> <li>✗ Remove cleaning materials from the microbiology labs without disinfection.</li> </ul> |
| Instructions red ● room: <b>What <u>MAY</u> be done?</b>   | Instructions red ● room: <b>What may <u>NOT</u> be done?</b>   |
| <ul style="list-style-type: none"> <li>✓ Enter with written consent of the line management and BVF/BSO (GMO/microbiological) or ACS (radiological/nuclear);</li> <li>✓ Enter provided vaccination status is compliant and is checked (BBio: by department head; RIVM: by laboratory management and BVF/BSO);</li> <li>✓ Enter controlled zone / radio nuclides laboratory on B-level provided the room has been released on the basis of a safe result of the sweep test;</li> <li>✓ Enter with personal protection equipment in accordance with instructions;</li> <li>✓ Carry out cleaning programme according to the standard operating procedure (SOP) as trained;</li> <li>✓ Leave behind the personal protection equipment according to instructions.</li> </ul>   | <ul style="list-style-type: none"> <li>✗ Enter without having received prior training from the BVF/BSO (GMO/microbiological) or Local Expert (radiological/nuclear) and instruction from the room manager;</li> <li>✗ Carry out cleaning work during laboratory work or production;</li> <li>✗ Touch work surfaces or other materials present on them;</li> <li>✗ Touch CBRN waste;</li> <li>✗ Open cupboards or equipment, other than intended for cleaning work;</li> <li>✗ Switch off equipment;</li> <li>✗ Removal of cleaning materials to outside the room.</li> </ul>   |

| Access Technical staff /Contractors   |  |
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| Instructions green ■ room: <b>What <u>MAY</u> be done?</b>  | Instructions green ■ room: <b>What may <u>NOT</u> be done?</b>   |
| <ul style="list-style-type: none"> <li>✓ Enter;</li> <li>✓ Carry out work according to the order, in consultation with the laboratory management;</li> <li>✓ The (functional) room manager ensures that the place of execution is free from obstacles and/or is accessible.</li> </ul>  | <ul style="list-style-type: none"> <li>✗ Enter without consulting laboratory management and functional room manager;</li> <li>✗ Open the windows.</li> </ul>   |
| Instructions yellow ▲ room: <b>What <u>MAY</u> be done?</b>   | Instructions yellow ▲ room: <b>What may <u>NOT</u> be done?</b>  |
| <ul style="list-style-type: none"> <li>✓ Carry out work with signed risk declaration (and work permit), taking into account the measures indicated in this if applicable See <a href="#">KAM-rule 16 'Risk Declaration'</a>;</li> <li>✓ The technical staff receive instruction from the informant and/or are supported before start of work;</li> <li>✓ Enter provided vaccination status is compliant and is checked by PSP (B&amp;O) or by laboratory management if external firm must carry out work on behalf of the department;</li> <li>✓ Execution of work according to order/work permit, in consultation with laboratory management and informant;</li> <li>✓ The informant ensures that the place of execution is free from obstacles and/or is accessible.</li> </ul> | <ul style="list-style-type: none"> <li>✗ Carry out work without signed risk declaration;</li> <li>✗ Enter without consultation with laboratory management and informant;</li> <li>✗ Enter without compulsory personal protection equipment. E.g. Personal dosimeter in case of radiological risk, protective clothing (such as lab coat) in case of microbiological risk.</li> <li>✗ Carry out repair/maintenance work during laboratory work;</li> <li>✗ Carry out repair/maintenance work during production without restrictive measures.</li> </ul> |

| <b>Access Technical staff / Contractors</b>  |  |
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| Instructions red ● room: <b>What <u>MAY</u> be done?</b>   | Instructions red ● room: <b>What may <u>NOT</u> be done?</b>   |
| <b>Concerns Microbiological risk (max. level 3) and Radiological risk (controlled zone / radionuclides laboratory on B level)</b>  |  |
| <p>If the red room with a microbiological risk can be decontaminated with a <u>validated gaseous disinfection method</u> or if in the red room with a radiological risk the contamination level is <u>demonstrably negligible</u>, a risk declaration is given by line management and (if GMO/microbiological) BVF/BSO. After this the red room is accessible for technical staff.</p> <p>If the above-mentioned <u>disinfection method is not available</u> (microbiological room), or if the contamination level is <u>not negligible</u> (radiological room), the following protective and restricting measures are taken:</p> <ul style="list-style-type: none"> <li>✓ Carry out work with signed risk declaration (and work permit), taking into account the measures indicated in this if applicable. See <a href="#">KAM-rule 16 'Risk Declaration'</a>);</li> <li>✓ If microbiological: Enter provided vaccination status is compliant and is checked by PSP (B&amp;O) or by laboratory management if external firm must carry out work on behalf of the department;</li> <li>✓ Enter room under supervision;</li> <li>✓ Execution of work according to order, in consultation with informant, laboratory management and BVF/BSO (microbiology) or Local Expert (radiological/nuclear);</li> <li>✓ The informant ensures that the place of execution is free from obstacles and/or is accessible.</li> </ul> | <ul style="list-style-type: none"> <li>✗ Carry out work without a signed risk declaration;</li> <li>✗ If not negligible risk: enter without being accompanied by informant;</li> <li>✗ If not negligible (micro)biological risk: Removal of materials (tools) to outside the room without disinfection;</li> <li>✗ Carry out repair/maintenance work during laboratory work;</li> <li>✗ Carry out repair/maintenance work during production without restrictive measures.</li> </ul> |

<sup>i</sup> Report procedures for incidents / accidents / emergencies; Organisation specific rule for reporting H&S incidents (e.g. KAM-rule 015(a) for RIVM/BBio/InTraVacc) and/or [KAM-rule 15m](#) for reporting of (near) environmental accidents on AL site.

<sup>ii</sup> Alarm system: IRAS (RIVM, InTraVacc, Microeos) and ICMS (BBio). IRAS reports to duty officer and if long-lasting to the printer of security. ICMS reports to the duty officer and to the technical service of BBio.

<sup>iii</sup> Specific criteria relating to cleaning of red rooms with a microbiological risk (max. level 3) or radiological risk (controlled zone / radionuclides laboratory on B-level): 1) Have cleaning carried out by authorised cleaning staff or cleaning by own laboratory or production staff; 2) Training by BVF/BSO (GMO/microbiological) or ACS/Local Expert (LD) (radiological/nuclear) and functional room manager; 3) Biosecurity Screening on B-level.