

IDEEV building



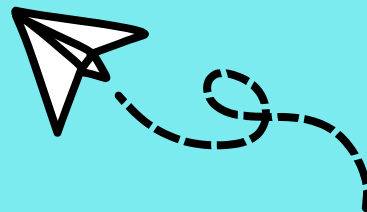
CONTACT US

More information is available
on the laboratory website:

<https://www.es.e.universite-paris-saclay.fr/>

Don't hesitate to turn to your supervisors, colleagues or **non-permanent representatives** if you have a problem! Their names are **regularly updated on the ESE website**

And don't forget to sign the house rules!



PRACTICAL INFORMATION

LOCAL ACCESS -
EQUIPMENT

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ACCESS:

INTERNET



Via wifi: By connecting to Eduroam or Eduspot with your university address.

Via the network cable: By asking the IT manager for access. It's fast and it allows you to connect to the printers

PRINTER



If you are connected to the Internet via cable, you will automatically have access to the printers. If this does not work, contact the IT manager.

CARS & BIKES



If you are a trainee, you can't book this type of material. The bus is your friend!
Otherwise, you must make a request to Nadia Livet (BIOM/PEPA/EV teams) or Emmanuelle Jestin (DEP/TESS/GEE/DEEM teams). Then, you will be able to reserve the vehicles on the Intranet (accessible on the ESE site above)

ROOM FOR EXPERIMENTS



To gain access to certain rooms, you need to make a request. Turn to your team leader to get the authorization and the key!

PAPER MILL



If you need office supplies, you can find them at the administration level by asking Patricia Le Thuaut.

MAIL



You can send and receive mail (to be received at the administration level).

WHERE TO PARK?



Parking spaces are available underground. You must park only in the ESE spaces. They are indicated on the map at the entrance of the parking lot.

Disabled parking spaces are marked on the wall but not on the ground!



PUBLIC TRANSPORT PASS



Good news: the lab reimburses 50% of your navigo pass! This is the case for all employers in Ile-de-France.

EAT ON THE CAMPUS



If you have the foresight and are a good cook, you can of course eat in the lab's break rooms: microwaves, fridges and hotplates are at your disposal.

If this is not your case and you want to get some fresh air, you can eat on the plateau! The CROUS (university restaurants) and canteens on the plateau are indicated on the map opposite. To pay at the CROUS, you must create an IZLY account (izly.fr). For the canteens, you have to check with the managers.

AFTER 8PM



If you like the lab so much that you want to stay there in the evenings or come on weekends, it is imperative to contact the custodians. An email to the ESE director is also recommended.

To warn the guards, send an SMS to the following number: 06.78.06.87.86

From 11pm to 6:30am and on weekends, the building is secured by an alarm.

I WORK OUTSIDE THE LABORATORY



If you have to travel for experiments, fieldwork, meetings, conferences outside the laboratory, it is **mandatory to ask for a mission order!** Everything happens on the **ETAMINES website**, the return of mission too. Any question? Ask Nadia Livet or Emmanuelle Jestin.





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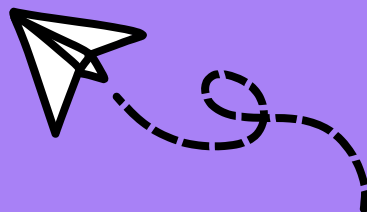
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**And don't forget to sign the
house rules!**



PRACTICAL INFORMATIONS

FINDING YOUR WAY
AROUND THE IDEEV

HOW THE OFFICES WORK



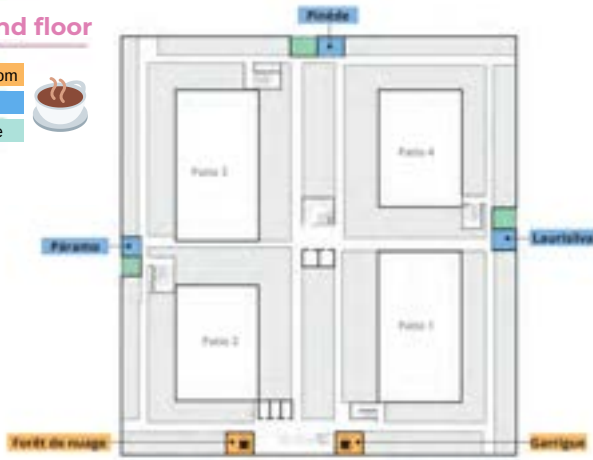
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THE ROOMS ON THE 2ND FLOOR



Second floor

Coffee room
Salon
Terrace



If you have your **own lunch box**, you can have lunch in the "coffee rooms" (Forêt de nuage and Garrigue) on the south side which are fully equipped, but also in the "lounges" or "terraces" on the east, west and north sides which have tables, chairs and **microwaves**.

Second floor



3 meeting rooms are located on floor 2, each with a capacity of 15 seats. Note that it is possible to merge the Georgina Mace and Wangari Maathai rooms to reach a capacity of 30 places!

BLINDS AND SHUTTERS



Manual mode (7am-8pm winter, 7am-10pm summer) :

The control buttons allow:

- Open
- Close
- Orientation (for blinds)
- Stop

Automatic mode:

A weather station controls the shading of the East, South and West offices according to the amount of sunlight. The blinds and shutters open automatically at 7am and close at 8pm in winter, or at 10pm in summer.

Don't worry: the automatic mode can be stopped by pressing the control button!

T° AND LIGHTING



Your office has a thermostat. You can heat the room up to 20°C (between 7am and 8pm).

The lighting is automatic only in some rooms. In these rooms, you can still take control if you press the switch. Be careful to turn off the light when you leave!

CLEANING AND GARBAGE



Cleaning is done between 7am and 1pm in the offices.

Remember to sort your waste in the garbage cans (x 5) in the coffee rooms: paper, bio-waste, glass, plastic and metal!

OTHER ROOMS



Ground floor

- **Rosalind Franklin***: Meeting room with 50 seats
- **Rachel Carson***: Meeting room with 50 seats
- **Nikolaï Vavilov**: Meeting room with 45 seats, equipped with a conference system
- **Barbara McClintock**: Informatic room with 20 computers
- **Jeanne Barret**: Meeting room with 15 seats

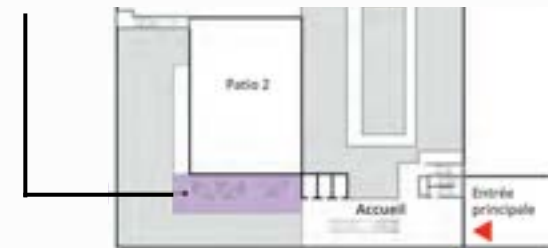
* Room Rosalind Franklin and Rachel Carson can be combined into a 100-seat conference room

First floor

- **Jean R. David***: Meeting room with 15 seats
- **Gustave Malécot***: Meeting room with 15 seats
- **Isabelle Olivier**: Meeting room with 15 seats

* Room Jean R. David and Gustave Malécot can be combined into a 30-seat conference room

Ground floor: You also have access to a friendly space (useful for drinks!)



Ground floor: The keys to the **ESE cars as well as the keys and batteries for the electric bikes are located in room 0113**, which can be opened with a badge.

Link to reserve the rooms :

<http://webapplis3.dsi.universite-paris-saclay.fr/grr3/>



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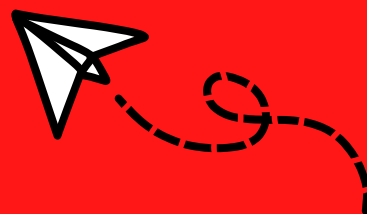


CONTACT US

For all questions related to security, please contact the security officers

The list is regularly updated and available on the ESE website:

<https://www.ese.universite-paris-saclay.fr/organigramme/>



LOCAL SECURITY

SOME GENERAL
GUIDELINES AND
INSTRUCTIONS

SECURITY

ISSUE 2022



ESE LOCAL MAP

Welcome to the IDEEV in the ESE laboratory!

For optimal security, be sure to walk around the premises upon your arrival to locate all security elements! You can ask any questions you may have to the safety officers. Their names are listed on the ESE website.

SECURITY ELEMENTS

EMERGENCY STAIRS

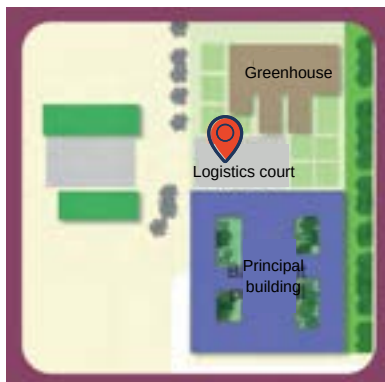
In case of evacuation, close windows, **GET OUT** and **DO NOT use elevators. Do not lock the doors!**

There are **4 fire escapes on each wing of the building** in addition to the usual stairways. Join everyone at the assembly point!

The doors leading to the emergency stairs are **marked with this logo:**



The assembly point is the "logistic yard" which is located at the North of the IDEEV (red dot on the right)



This button opens the emergency stairwell doors. **Only use them in case of emergency and not for everyday use!**



FIRE EXTINGUISHERS!

You can find them easily in the corridors, they are numerous. You will see two types: B and/or AB. The **B** is a **CO2** extinguisher, so no water! It is specific to **electrical fires**.

The **AB** is composed of **both water and an additive** and is **recommended for material fires**, i.e. for any object catching fire.

Of course, in case of an electrical fire, if the B extinguisher is not enough, you can use the AB (the additive is added to prevent the risk of electrocution). Here are the cards and the picture of the extinguishers below.

Note: The fire extinguishers are **distributed in the corridors according to the risks present**. The B's are close to the electrical panels for example.



Fires, gas or hydrogen leaks, chemical spills... In case of a risky situation, **the most important thing is to stay calm!**

Members of the lab are trained to ensure **personal safety** and will give you instructions to follow. **Don't forget to consult the IDEEV booklet for more details!**

PERSONAL ASSISTANCE



DEFIBRILLATORS

As of 01/09/2022, 1 defibrillator is available on the 1st floor in the central staircase. This defibrillator will eventually be installed on the ground floor of the IDEEV building in the lobby. 2 additional defibrillators will be installed: 1 in the greenhouse and 1 in the hangar.



LITTLE INJURIES

Because we are all clumsy sometimes, boxes of bandages are available in the corridors! A first aid kit can be found in Emmanuelle Jestin's office (n° 2 016)

REFUGE AREAS

In the event of an alarm, you must EXIT!

However, for people with reduced mobility, refuge areas are provided on the landings of the emergency staircases.

Campus security central station: dial short code 19 or 01 69 15 79 99

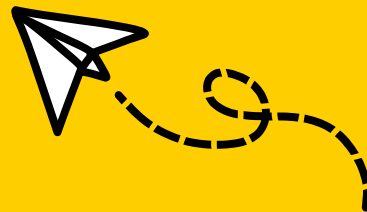


CONTACT US

Representatives of the non-permanent members are elected each year. Their names are updated on the ESE website:

<https://www.esse.universite-paris-saclay.fr/>

Ask them to add you to the **WhatsApp group** and mailing list so you don't miss any events!



**HELP FOR
NON-FRENCH SPEAKERS**

RECREATION AT THE IDEEV

LIFE ON THE CAMPUS

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ACTIVITIES



There are many things to discover on campus!

Cesfo: www.cesfo.universite-paris-saclay.fr

Orsay swimming pool: stadenautique.mairie-orsay.fr

Lumen Learning Center: millions of books, journals and articles available to everyone! It includes several spaces: collections, auditorium, exhibitions, creation, work... as well as a brewery, a patio and terraces!

You can also find all **the events of the University Paris-Saclay** on this page:

<https://www.universite-paris-saclay.fr/evenements>

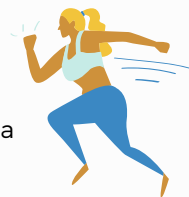
And don't forget to subscribe to the bi-monthly newsletter "**La Diagonale**" if you haven't already done so!

<https://www.universite-paris-saclay.fr/la-diagonale>

WITH THE LAB



Don't hesitate to ask your colleagues to organize or participate in recreational, sports or cultural events... or just to have a drink!



ON THE PLATEAU

You have access to **sports complexes on campus** and elsewhere. All these activities can be found at: www.sports.universite-paris-saclay.fr

But also: supermarket, pharmacy, bank, bakery, optician, dentist, parks and gardens, etc.



FOR NON-FRENCH SPEAKERS

To register for French courses, participate in events or get help with administrative procedures, you can contact :

- **Science Accueil:**
 - Mail: contact@science-accueil.org
 - Phone: +33(0)1 70 26 41 40
 - Website: <https://www.science-accueil.org/>
- **Le GATE Paris-Saclay:**
 - Opening hours: Monday to Friday (9am-1pm) by appointment
 - Address: 3 rue Joliot Curie (Bâtiment Bréguet)
 - Mail: contact@gateparissaclay.fr
 - Website: <https://gate.paris-saclay.fr/>
 - Take appointment : <https://gate.paris-saclay.fr/partenaires-et-rdv/>

TO KNOW



REDUCED RATES

For people under 26, most Parisian museums, monuments and castles are free!

For people under 28, reduced rates and €10 tickets for the operas and the Paris orchestra.

Possibility of a young person's card for the TER/TCV.

FÊTE DE LA SCIENCE

This event takes place **every year in the fall and allows to share and discover science** to as many people as possible, whatever their age, their level or their curiosity!

On this occasion, you can **propose animations, alone or with others**. If you are a thesis student, this can count as training hours!

INTERNAL

Ask the non-permanent representatives to add you to the Whatsapp groups:

- *ESE non permanents!*
- *ESE recreational events*
- *IDEEV sport activities*

