



Evacuation - What do you do?

For more information you can contact the Safety Health Environment (SHE) department via she.campus@brightlands.com.

Content

- 1 Evacuation 3
 - 1.1 An evacuation of a building/location on Campus: What now?..... 3
 - 1.2 Floor map with assembly locations on Campus 4

1 Evacuation

Everybody on Campus is permitted to commence a (limited, local) evacuation when necessary. The reason for the evacuation (hazardous situation, accident, incident) should be reported as quickly as possible to:

- The Central Incident Room via the **alarm number +31 46 47 66666**.
- Your local supervisor.
- The Duty Officer via the number +31 46 47 64444 or +31 6 22 90 4304.

Evacuations of e.g. a building are announced via the Public Announcement (PA) system. A spoken message is used to announce an evacuation.

1.1 An evacuation of a building/location on Campus: What now?

- Always obey the order to evacuate the building/location where you are currently present.
- Stop your work in a safe manner.
- Always use the nearest emergency exit to leave the building.



- Take measures to prevent people from re-entering the evacuated building.
- Go to the dedicated assembly point of the building you are in. Follow the instructions about the escape route to be taken to the assembly point.



- Follow the instructions from the PA-system and the emergency response team.



The local supervisor ensures agreements within the company or department about:

- Securing equipment during an evacuation.
- Who takes the lead in the event of a limited, local evacuation?
- Holding an assembly and/or floorsweeping.

The local supervisor acts as an assembly leader and will determine if persons are missing. A person is considered missing if there are reasons to believe that he/she is currently still in the building/location that is being evacuated. Suspected missing persons are reported to the Duty Officer on +31 46 47 64444

or +31 62 29 04304. If it becomes clear that persons who were reported as missing are safe, then the assembly leader will cancel the missing person's report.

1.2 Floor map with assembly locations on Campus

Always be aware of the exact location of the nearest emergency exit in the building you are present and also of the different assembly points on Campus.

If another assembly point on Campus is announced via the PA system, this message is leading and needs to be followed.

For the specific assembly points if the building you are visiting or occupying, contact the building's emergency response officer.

