

HOW TO ACT IN CASE OF ACCIDENT, FIRE OR OTHER CALAMITIES?

IMMEDIATELY CALL THE INTERNAL ALARM NUMBER: 2222

State your name, the location of the calamity, sort of calamity, names and number of any victims, where and on which extension you can be reached.

After this you act as follows: (ATTENTION: **Do not do anything which might endanger your own health and/or safety!**)

In case of accident:

- do not leave the victim alone,
- reassure involved party (parties),
- wait for assistance.

In case of fire:

- activate the nearest fire alarm,
- warn anybody in your locality,
- keep doors and windows closed as much as possible,
- if possible turn off any machinery,
- if possible use small fire-extinguishers,
- if necessary leave the building by way of escape routes and (emergency) exits. (See "In case of evacuation".)

In case of evacuation:

- leave the building by way of escape routes and (emergency) exits,
- **use of the elevator is forbidden,**
- help any handicapped people,
- go to the assembly point (unless "bhv-ers" tell you otherwise, this is the Spiegel for the Capitool building, the "Collegezalen Complex" for the Spiegel building and for the KPMG building you will be informed on the spot) and wait for the notified assistants,
- do not leave without reporting to these assistants.

It is in your own interest to regularly familiarise yourself with the position and use of fire alarms and fire extinguishers (don't try them out, but read the information), and with the location of escape routes and (emergency) exits. The same applies to the place of the assembly point.

ATTENTION: the entrances are no emergency-exits. In case of emergencies you have to leave the building via the emergency-exits!!!

Make sure that (emergency) exits, pathways, stairs, switches, fire fighting materials and other safety devices are always freely accessible.

If you feel that there is an unsafe situation or that there is too little security, you are **obliged** to report this to the health- and safety coördinator of the building (see http://www.utwente.nl/pao/info_voor/medewerkers/arbo/algemeen/arbo_milieu_wie_wat/AMC-overzicht/).

Registration forms for this purpose are available at the Reception in your building, at the secretariats and/or from the BHV-team in your building (or via: http://www.utwente.nl/pao/info_voor/medewerkers/arbo/arbo/ongevallen/Ongevalformulier.pdf).

It goes without saying that you deal with the building, furnishings, paper, energy, separation of waste etc. in a responsible way.

For further questions about this subject and for building specific information, you can always contact the [occupational health and safety coördinator](#) of your building.

Wat te doen bij calamiteit

What to do in emergencies



Altijd melden Always call this number



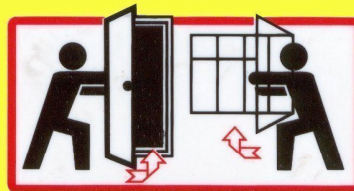
Brand melden

Report fire



Blussen

Extinguish



Sluit ramen en deuren

Close windows and doors



Gebruik geen lift maar neem de trap

Do *not use* elevators, use stairs



Ga naar het verzamelpunt

Go to the assembly point

