

# EVACUATION - INSTRUCTIONS

Instructions to be given to the audience when the evacuation alarm sounds  
(= a continuous alarm of +/- 5min.)

1. May I have your attention, please?!
2. We have to evacuate the building, but wait for my command!
3. First, pack up your belongings and take them with you outside!
4. We all go together\*, via the normal exits, to the assembly point!  
This is located at
5. It is forbidden to use the elevator!
6. NOW, clear the room in an orderly fashion!

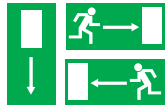
\* Wheelchairusers can evacuate to a safer compartment (on the same floor) if they can't get to the gatheringpoint easily!

- > **Now, close windows and doors!**
- > **Check if no one is left behind!**
- > **The lecturer is the last person to leave the room!**
- > **Keep your audience assembled at the assembly point!**

EXIT



EMERGENCY EXIT



GATHERINGPOINT



Building: ..... OGB: ..... / .....

## IN CASE OF EMERGENCY

**FIRE  
EVACUATION  
ACCIDENT  
BURGLING**

**EMERGENCY NUMBER**

**(016 32) 22 22**



**EHBO = (016 3) 2 20 00**

## TECHNICAL SUPPORT

**INFO OR AID**

**24 / 24 hours**

**7 / 7 days**

**FACILITIES SERVICE**

**(016 32) 20 00**