EVACUATION INSTRUCTIONS

Instructions to be given to the audience when the evacuationalarm sounds (= a continuous alarm of ± 5 min.).

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!

*Wheelchair users can evacuate to a safer compartment (on the same floor) if they can’t get to the gathering point 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

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 3) 2 20 00

Voor de Nederlandse versie: zie achterkant van deze instructiefiche