

Emergency numbers and university addresses

Emergency numbers

To report an emergency in the Sylvius Laboratory

In case of fire, first aid or other calamity:

☎ 5005 during office hours

☎ 4444 outside office hours (regional office for emergency reports)

In case of serious/urgent technical malfunction

☎ 4600 - 24 hours a day, 7 days a week

General and for emergency only

	112
Ambulance	071 523 3233
Fire brigade	071 521 2121
Police	0900 8844

University addresses

Sylvius Laboratory

Sylviusweg 72, 2333 BE Leiden

IBL office: 5th floor

☎ 071 527 5065/4849

Reception desk: Mon to Fri 8:00 – 18:00

☎ 071 527 5000

Please note that wheelchair access to Sylvius Laboratory for individuals is limited to the opening hours of the reception desk.

Gorlaeus Laboratory (HR & ICT department of IBL)

Einsteinweg 55, 2333 CC Leiden

ICT department: room# L.103; ☎ 071 527 8888

HR department: room# B.101; ☎ 071 527 5174

Central service point ICT Helpdesk

Niels Böhrweg 1, 2333 CA Leiden

☎ 071 527 8888

@: helpdesk@issc.leidenuniv.nl

w: <http://issc.leidenuniv.nl/>

Graduate school Office

☎ 071 527 1758

@: GSOoffice@science.leidenuniv.nl

w: <http://www.science.leidenuniv.nl/index.php/english/graduateschool>

Faculty of Science Libraries

Gorlaeus Laboratory, Bio-Science Park

Einsteinweg 55, 2333 CC Leiden

☎ 071 527 4366

@: Generalinfolibrary@science.leidenuniv.nl @:

[Borrowing bibliotheek@science.leidenuniv.nl](mailto:Borrowingbibliotheek@science.leidenuniv.nl) w:

<http://www.library.leiden.edu/mathematics-naturalsciences/>

University Sports Centre

Einsteinweg 6, 2333 CC Leiden

☎ 071 527 4610

@: sportcentrum@usc.leidenuniv.nl

w: <http://www.services-facilities.leiden.edu/sport/>

Day care centre De Kattekop

Wassenaarseweg 8, 2333 AK Leiden

☎ 071 517 6363

@: administratie@dekattkop.nl

w: <http://www.services-facilities.leiden.edu/childcare/>

For international employees and PhD students:

Housing Office

Stationsweg 41, 2312 AT Leiden

☎ 071 516 0995

@: housing@leidenuniv.nl

w: <http://www.studenthousing.leiden.edu/>

Leiden Visitor Centre (also Expat Centre)

Stationsweg 41, 2312 AT Leiden

☎ 071 516 6000 @:

info@vcleiden.nl

w: <http://portal.leiden.nl/>

Safety and emergency: regulations & procedures

Safety Regulations

Everybody who works at or is present in the buildings of the Faculty of Science must comply with the rules of the [Safety regulations document](#).

General Procedure in case of Emergencies

- Call ☎ 5005 (reception desk). Receptionist will call for assistance
- In case of no reply or outside office hours call ☎ 4444
- Say who and where you are:
 - Building: Sylvius
 - Lab Address: Sylviusweg 72
 - Room no.: ...
 - Extension: ...
- Explain what is wrong and what kind of assistance you need:
 - Fire Brigade (fire, flooding, etc.)
 - Ambulance (accident): describe the state of the victim and whether or not there has already been any first aid or an ambulance
 - First Aid (if the victim is wounded etc.) ○
 - Other assistance (i.e. in the event of assault)

Fire: Specifications on what to do when a fire occurs

- Stay calm
- Sound the manual fire alarm which is next to the hose reel in the corridor
- Use the fire extinguisher if necessary and possible
- Close the doors and windows
- Follow the instructions via the loudspeaker system and/or from the university emergency response team • Leave the building via the emergency exits
- DO NOT use the elevators!

Accidents at work: what to do if an accident occurs

After having called the emergency number (5005; in case of no reply or out of office hours: ☎ 4444), report the incident to the prevention officer (Environmental Health and Safety coordinator) of your faculty via the [report form](#) (in Dutch).

If necessary, the prevention officer will contact you for further investigation. Together you will fill in a report on how the incident occurred and how it can be prevented in the future. Please also remember to register the incident via the secretariat of VGM (safety, health and environment) on ☎ 071 527 8015.

Reporting unsafe situations, near-accidents and needle stick injuries

If you notice an unsafe situation in your working environment or if there had been a near-accident, please also report the incident to your prevention officer (Environmental Health and Safety coordinator) of your faculty via the report form (link above).