

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).