

Emergency Response & Evacuation

Emergency definition

- ❖ An abnormal occurrence that can pose a threat to the Safety or Health of the Employees, Contractors, Visitors, Customers or Local Community, or which can cause damage to assets or the environment

Legal requirements

- ❖ Apply Working Conditions Act (Arbowet)
- ❖ Appoint Emergency Response Officer
- ❖ Display the Floor Plan in the Office

Possible Emergency

The following emergencies are identified

1. Fire
2. Electrical shock
3. Earthquake
4. Medical Emergency
5. Break In & Hold Up
6. Flooding
7. Act of Terrorism

Response

1. Fire
 - a. Try to put out the small fire if you can
 - b. Call Fire Brigade on 112
 - c. Close the windows and lock the safe
 - d. Evacuate the building using the main staircase. Do not use the elevator
 - e. In case the main staircase is not usable, use outside emergency staircase if you are till Floor 3.
 - f. On floor 4 go outside on the roof rescue area
 - g. Gather outside the building on the street for the head count
2. Electric Shock
 - a. **Do Not** touch the victim before shutting down the power
 - b. Call Ambulance on 112
 - c. Take victim in open air
 - d. Try to resuscitate the victim if you are trained
3. Earthquake
 - a. Lock the safe
 - b. Evacuate the building using the stairs
 - c. Gather outside away from the building where debris can fall

4. Medical Emergency
 - a. Call Ambulance on 112
 - b. Try to make the patient comfortable
 - c. Provide First Aid if you are trained
 - d. Stabilise the patient till help arrives
 - e. Inform the next of kin

5. Break In & Hold Up
 - a. **Do Not** try to fight
 - b. **Do Not** endanger yourself
 - c. Give the goods if asked. Goods are insured
 - d. Push the Holdup button

6. Flooding
 - a. Close the safe
 - b. If there is flood warning, go home if you can
 - c. If you cannot, take the stairs to the highest floor

7. Act of Terrorism
 - a. If there is a unknown suspicious Parcel or Bag, call Police on 112
 - b. If there are people outside, do not go out. Call for help.
 - c. Stay indoors. The doors are bullet proof and secure