



WHAT SHOULD YOU DO IN THE CASE OF AN ACCIDENT, FIRE OR OTHER EMERGENCY?

CALL THE INTERNAL EMERGENCY NUMBER IMMEDIATELY: 015 744 01 05

Provide details of your name, the location of the emergency, the type of emergency, the number of victims and their names and your own location and contact number.

You should then proceed as follows (PLEASE NOTE: **do not do anything that could endanger your own health or safety!**)

In the case of an accident:

- do not leave the victim unattended;
- try to ensure that everyone remains calm;
- wait for the emergency services.

In the case of a fire:

- set off the nearest fire alarm;
- alert anyone in the immediate environment;
- keep doors and windows closed as far as possible;
- if possible, turn off all equipment;
- use any fire extinguishers, if possible;
- if necessary, leave the building via the evacuation routes and (emergency) exits (for more details, see "In the case of an evacuation").

In the case of an evacuation:

- leave the building via the evacuation routes and (emergency) exits;
- **the use of the lift is forbidden;**
- provide assistance to any disabled persons, if the in-house emergency response personnel are not already assisting and where possible follow their instructions;
- proceed to the assembly point and await the emergency services or follow the instructions of the in-house emergency response personnel;
- do not leave the area without reporting to the emergency response personnel.

It is in your own interest to check regularly where the manual fire alarms and fire extinguishers are located and how they work (do not attempt to use them, but read the instructions) as well as the location of the evacuation routes and (emergency) exits. Make sure you know where the assembly point is.

PLEASE NOTE: Entrances are not emergency exits. In the event of an emergency, you must leave the building via an emergency exit!!!