



Information for employees and students working at the Faculty of Science (W&N)

You are supposed to know how to act in case of a calamity or incident. The required actions during office hours differ from those outside office hours. By reading the following you will learn how to raise the alarm, what to do in case of an evacuation alert or if you detect a fire.

1 Raising the alarm in case of fire or an incident

Every university building has its own alarm number, which may be called from any landline in case of calamities, incidents with injury, release of hazardous substances, or fires. The number can be found on the **orange-red sticker** on the phone, and in the summary in the adjoining box. Please contact the ISSC if your phone does not have a sticker or has the wrong sticker.

The alarm number is a separate line to the building's reception. When this phone rings, the receptionist will react immediately by starting the emergency protocol. Calling 112 will slow the emergency response down: No emergency response team (BHV team) will be called in, and the emergency services will arrive at the building's reception where no one will be aware of the incident or its location!

1.1 Raising the alarm during office hours

1. Call the internal alarm number using a landline.
2. Always report **who you are, what happened and where it happened, and what help you need.**
3. The receptionist will then:
 - Always call in the emergency response team (BHV)¹
 - Call in the professional emergency service(s)

1.2 Rules for presence and raising the alarm outside office hours

Therefore, during office hours the emergency response may bridge the first valuable minutes after an incident or the detection of a fire and start the emergency aid, until such is taken over by the professionals who were called in.

¹ These are employees that are trained to coordinate evacuations, have a basic knowledge of first aid, and know how to put out small fires, among other things. You can read more about the tasks of emergency responders (BHV's) and how to become a BHV in AMD information sheet A041: Emergency response.

Alarm numbers in W&N buildings

Building	Alarm number
Gorlaeus Building	4444
LUMY, Lecture-halls	4222
Huygens/Oort	5678
Sylvius	5005
Van Steenis	3501
Snellius	6969
Hortus Botanicus	5001

Please note:

The 4-digit alarm number will NOT work if you use a mobile phone! Use landlines only.

The alarm number is ALSO for calling in a first-aider. Using a subsequent first-aid pager call, we are sure of sufficient response even in the holiday periods, and of guaranteed help!

Outside office hours there is no receptionist and there will be no emergency response teams (BHV teams) present; you will have to solve issues on your own.

Therefore, restrictions apply to the presence outside office hours, and to the type of work that may be performed during these hours. You need to register your presence upon arrival, including your time of arrival, and upon leaving the building you need to register your time of departure.

- Working alone is not allowed.
- You are not allowed to perform laboratory work without a risk assessment that is approved by your supervisor in advance.

Alarm instructions outside office hours:

Immediately call the regional alarm centre using 4444 yourself. Stay with any victims (if safety allows) and give your (mobile) phone number so you may direct the emergency professionals to the proper location. If there are more people present, someone should wait for the emergency professionals at the reception. In the Gorlaeus building the alarm numbers during and outside office hours are equal, so you don't have to think about which number to call.

2 When the evacuation alarm sounds

If a fire or other calamity requires the evacuation of the building, the evacuation alarm will sound. The evacuation signal in the buildings of the Faculty of Science (W&N) is a so-called "slow whoop" signal, followed by a spoken instruction text.

When you hear this, you should leave your workplace as soon as possible. Take the shortest safe route, and go to the emergency assembly point. The escape route is indicated with signs, but it is important to explore this route under normal circumstances beforehand, see also information sheet A020: *My workplace*. The green/white signs with a running man and an arrow in the escape direction indicate the route.



Most of the routes end at an emergency exit leading out of the building. In case of automatic fire detection these doors unlock automatically. However, if the doors remain closed, as they would in case of an manually started evacuation signal, you can use the green box with the emergency release (break the box's window). Please report use of the box through Planon Selfservice, so the situation may be restored.

Under evacuation conditions the following rules apply:

- *Never use the elevators under alarm conditions. Always use the stairs! An elevator shaft acts as a chimney for any smoke generated, and an elevator may break down in case of electrical malfunctions.*
- *Leave your workplace in a safe state to prevent new calamities: switch off electrical equipment, close cupboards, and switch of your pc.*
- *Take, if possible, your coats/bags/house keys/public transport cards, and such with you, but make NO detours for these.*
- *Guide guests, disabled persons, and students under your care to the emergency assembly point.*
- *Gather with your colleagues or student group. This will make it easier to check for missing persons.*
- *Always check out when you have to leave! This prevents an unnecessary missing person report.*



At the designated emergency assembly point (see picture), please check if your direct colleagues or (fellow) students are present too. If they are not, please report the missing person(s) to the emergency response team.

Exceptional circumstances:

- It could happen that the floor evacuation officers or emergency response personnel (BHV) tell you to evacuate *without* the slow whoop signal sounding.
- It may happen that institutional or professional emergency response personnel, or the public address system give alternative instructions, such as meeting at the designated emergency assembly point outside instead of indoors, or at another safe location.

Instructions given by emergency response personnel (BHV) should always be followed; they act in the name of the Faculty Board!

Pictures of the emergency assembly points for each building, the sound of the slow whoop, the university's general calamity instructions, and evacuation floor plans (after logging in) may be found at: <https://ontruiming.leidenuniv.nl/> (Click on the English flag).

3 How to act upon detecting a fire



The faculty organizes frequent fire extinguishing trainings for new employees, which will teach you how to handle a fire extinguisher. These are announced beforehand by e-mail. Students that are about to perform labwork, receive this training as part of their studies.

In addition, all buildings are provided with automatic smoke alarms. It may take some time for the smoke to reach the detector. Therefore, you should always, upon detection of a *beginning* fire, act immediately to limit the damage.

The positioning of the fire extinguishing equipment in the laboratories is such that the nearest manual fire extinguisher is of a suitable type. In the corridors you will also find hose reels and manual alarms (the red box on the adjoining picture).

Because fires develop exponentially, the order of the actions below is vital!

1. Raise the alarm using the building's specific alarm number or break the window of a manual alarm.
2. Take a manual fire extinguisher and try to put out the fire (only with small/beginning fires).
3. A: Is your fire extinguisher empty, but the fire still burning? Leave the room while keeping an eye on the seat of the fire; usually this will mean moving backwards. Never turn your back to the fire!
B: Were you able to put out the fire? Stay at the scene with the fire extinguisher at the ready – the fire may flare up again – and wait for assistance of the emergency response team (BHV team) or the fire services.
4. Stay available to provide information about the fire to the emergency response team (BHV team), fire services, or other officials.
5. Report the fire incident (through the [incident report form](#)) and the use of the fire extinguisher afterwards (through Planon Selfservice) , to make sure an incident inquiry takes place *and* the fire extinguisher is replaced.