



19773/2023

<u>WHAT ?</u>	Evacuation drills. Legal obligation.
<u>WHO ?</u>	Everyone. Guidance required from the entire hierarchy and HSE representatives.
<u>HOW ?</u>	<ul style="list-style-type: none"> - Exit the building quickly but without haste by the most accessible and less congested routes. - Gather around the nearest assembly point.
<u>WHEN ?</u>	See planning.

Annexes :

- Instructions
- Planning
- Assembly points maps

EVACUATION DRILLS



Instructions

19733/2023

Ladies and gentlemen,

Each year, in compliance with legal requirements, we organise evacuation drills.

In order to ensure the effectiveness of these drills, we ask the entire hierarchy (SH, RO, professors, lecturers, etc.) to guide all personnel and students by ensuring that the items below are followed:

1. **Everybody must join the drills.**
2. **Turn off** all appliances needing monitoring (electrical and all those working on gas).
3. **Take away** all personal items (in case of real evacuation, re-entering buildings will be forbidden).
4. **Use all emergency exits**  in order to avoid congestions at the exits.
5. **Do not use elevators**, use stairways only.
6. **Remain** clear of all building exits in order not to hinder the evacuation flow.
7. **Gather** around the nearest assembly point  (see maps) and check that nobody is missing.
8. **Record** the time frame between the start of the drill and the last person arriving on the gathering area and inform the SLCI (*).
9. **Report** to SLCI (*) all anomalies encountered during the drills.
10. **Report** to SLCI (*) all person encountering difficulties to move during the drills, with exact identification of building, level and room normally used by the person.

We remain at your disposal for more information on this subject, and hope on your full collaboration.

Best Regards,

SIPP ULB

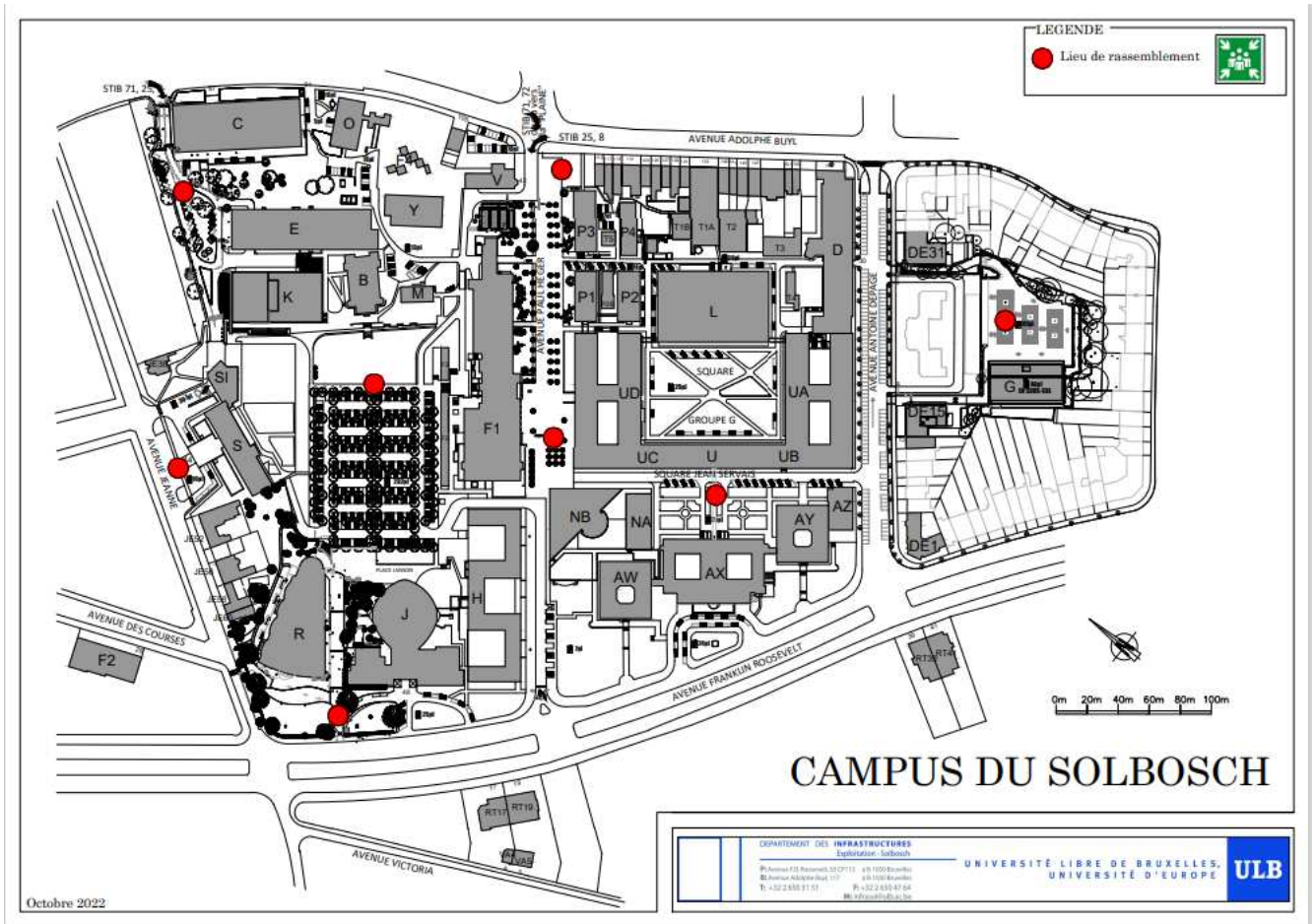
(*) SLCI : Service de lutte contre l'incendie (Firefighting service) – e-mail : mariam.chahboun@ulb.be

EVACUATION DRILLS Planning 2023

<u>SOLBOSCH</u>	<p><u>Monday 13/11/2023</u></p> <p>Buildings : DE1 (ex R) – A/W – A/X – A/Y- A/Z - P1 - P2 - P3 - P4 – S – BL105 to BL153.</p>
<u>SOLBOSCH</u>	<p><u>Tuesday 14/11/2023</u></p> <p>Buildings : D – U/A – U/B – U/C – U/D – L – H – K – R (ex R42).</p>
<u>SOLBOSCH</u>	<p><u>Thursday 16/11/2023</u></p> <p>Buildings : NA/NB – J - F1 Logements (student residence) – F1 commerces (shops) - F2 – DE31 - DE15 - G (crèche - nursery) – T1.</p>
<u>SOLBOSCH</u>	<p><u>Friday 17/11/2023</u></p> <p>Buildings : RT17 to RT41 – VA4 – VA5 - JE52 to JE60 - B - C – E (ex E1) – O – M – V.</p>
<u>PLAINE</u>	<p><u>Tuesday 21/11/2023</u></p> <p>Buildings : A - B/C – FORUM – MA - N/O - S – T – J (Jefke) - V.</p>
<u>ERASME (except hospital)</u>	<p><u>Wednesday 22/11/2023</u></p> <p>Buildings : A – B - C – D – F - G/E - J – Logements (student residence) – M – N – O – T – U - W.</p>
<u>GOSELIES</u>	<p><u>Thursday 23/11/2023</u></p> <p>Building : IBMM - Biopôle – Point Centre.</p>
<u>FLAGEY</u>	<p><u>Friday 24/11/2023</u></p>

(Last update : 07/11/2023)

EVACUATION DRILLS Assembly points maps



LEGEND : ● Assembly point

