

Vlaamse Gemeenschapscommissie

Internal emergency plan GC De Pianofabriek

Version 2025

Document Historiek

version	date	Author	Contents
1	12/2024	Edwin Geyskens	Initiële versie
2	26/02/2025	Merel Dekleermaeker	2de versie
3	12/2025	Edwin Geyskens	Update bijlage 3

Contents

Contents	2
1 Introduction	3
2 Objective	4
3 Data	4
3.1 Address	4
3.2 Location	5
3.3 Description	5
3.4 Population	6
3.5 Accessible persons	7
4 Resources	7
4.1 Fire detection and alarm	7
4.2 Energy shut-off	8
4.3 Access security – control	8
4.4 First intervention equipment	10
4.5 Second intervention equipment	10
4.6 Automatic fire suppression systems	11
4.7 Evacuation facilities	11
4.8 First aid	15
4.9 Crisis room	16
5 Emergency teams	16
5.1 Crisis team	16
5.2 Evacuation team	16
5.3 Intervention team	17
5.4 First aid – responders	17
6 Communication	17
7 Emergency procedures	17
8 Emergency drill	18
8.1 General	18
8.2 Specific training	18
9 Post-intervention phase	18
9.1 Closing the emergency situation	18
9.2 Post-operational phase	18
Appendix 1: Useful Contacts	20
Appendix 2: Instruction Cards	21
Appendix 3: Emergency Teams	29
Appendix 4: Plans	29

1 Introduction

During an emergency situation, panic and chaos often prevail. In such circumstances, it is not always clear what needs to be done and by whom. In these situations, an emergency plan can provide structure, enabling rapid and coordinated emergency response. The internal emergency plan must ensure that staff, visitors, and the surrounding environment are protected.

2 Objective

The internal emergency plan aims to:

- 1) Control and manage emergency situations in order to limit their consequences and damage.
- 2) Implement measures to protect staff and other occupants of the building from the effects of emergency situations.
- 3) Ensure that, following an accident, the necessary actions are taken for recovery.

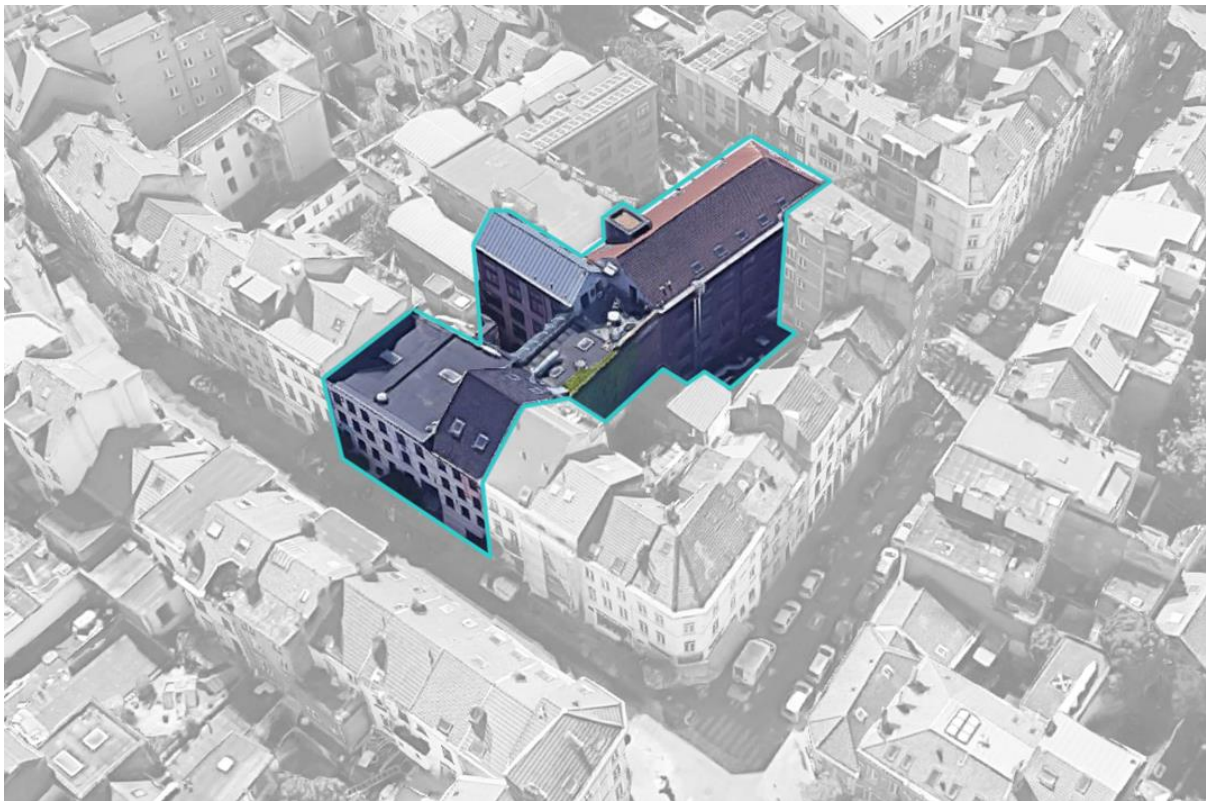
3 Data

3.1 Address

GC De Pianofabriek
Fortstraat 35
1160 Sint-Gillis

Tel.: 02 541 01 70
info@pianofabriek.be

3.2 Location



GC De Pianofabriek is located in the center of Sint-Gillis, in a residential neighborhood characterized by dense habitation and an urban character. The building is accessible to emergency services both from the front via Fortstraat (one-way traffic) and from the rear via Willem Tellstraat (one-way traffic). From the VOPO Anderlecht fire station, emergency services have an approximate response time of 10 minutes.

3.3 Description

The building has a total surface area of 1,515 m².

The entrance to the front building is located at Fortstraat 35 and also serves as the main entrance. This part of the building consists of a basement level, a ground floor, and four upper floors.

The rear building is located at Willem Tellstraat 61. Here, the entrance consists of a gate and is only accessible for loading and unloading equipment. This part of the building consists of two basement levels, a ground floor, and four upper floors.

The front and rear buildings are connected on each floor by walkways.

The community center is heated by two gas condensing boilers (Ygnis Varino 250 kW). The caretaker's residence is heated by a separate gas condensing boiler (Viessmann TCU200).

The Buildings & Property Directorate is responsible for building management.

Technical installation	Location
Fire detection control panel Limotec MD2400	GLV Reception Repeater panel caretaker's residence +4 (room 04.04)
Smoke extraction control: - Stairwell Fortstraat - Stairwell Willem Tellstraat - Kitchen and accommodation	GLV inkom Fortstraat Basement -1 loading- and unloading zone Basement -1 loading- and unloading zone
Ventilation (HVAC) Serverroom Airco daikin Switchboard suction en ventilation	Front section +1 (room 01.11)
Boilerroom	basement rear section -2 (room 92.93)
Boilerroom caretaker	Storage rear section +3 (room 03.15)
Central heating isolation valve	Basement rear section -2
Daelemans Octopus gas detection unit	Basement rear section -2 (room 92.93)
main electricity isolation switch	Basement rear section -2 (room 92.94)
Sibelga 11kV high-voltage cabin	Basement -1 rear section (room 91.90)
Main gas valve	Basement rear section -2 (room 92.95)
Main Water valve	Basement rear section -2 (room 92.02)
Serverroom	Front section +1 (room 01.11)
Lift rear section	-2 to +4 (Coopman B1530)
Lift front section	0 to +4 (Schindler S10830)
Lift machine room, central stairwell	Basement rear section -2 (room 92.92)
Elevator machine room in the front section	Front section +4 (lokaal 04.90)
Solar Panels	Flat roof at the rear
Solar panel inverters – Sunny Tripower	Basement rear section -2 (room 92.02)
key cabinet	Reception (only general keys) 2x office (with code)
Key safe (access for Seris – fire brigade)	Next to the entrance on Fortstraat

3.4 Population

There are approximately 35 staff members present. The largest group of occupants consists of visitors. Their number can vary greatly and strongly depends on the activities organized, such as courses, events, lectures, stage performances & film screenings, play weeks & sports camps, and the café. A limited number of people with disabilities may be present. Children are also regularly present. Room usage is monitored via “Yesplan” (also available on smartphones).

Room capacity:

- **Zabriskie Point** (multi-purpose event hall): **150 people**
- **Buenos Aires** (theatre hall): **140 people**
- **Arenberg** (auditorium): **49 people**
- **Expo**: **49 people**

- **Elsenor (4th floor): 49 people**

In addition, several other rooms are available that are used as exhibition spaces, meeting rooms, rehearsal rooms, etc., each with a maximum occupancy of fewer than 40 people.

Shifts:

Daytime activities: Monday to Saturday

- **Centre: Mon – Sat: 8:00 a.m. – 11:00 p.m.**
- **Reception: Mon–Fri: 8:00 a.m.–8:00 p.m.**
Sat: 9:00 a.m. – 6:00 p.m.

Evening and Sunday activities

Depending on the activity, one or more staff members are always present during the centre's opening hours. Outside of opening hours, the concierge is always available.

3.5 contactable people

3.6 In case of emergency, the following persons must always be notified:

- **Reception – GC De Pianofabriek**
- **Concierge**
- **Security service: SERIS Security (evenings or during weekends)**
- **Centre manager**
- **Entity manager**
- **Director ADCJS**
- **Chief Official**
- **Director of Buildings and Heritage**
- **Facility manager (technical contact)**
- **Director of Personnel and HRM**
- **Prevention service**
- **Elevator intervention: De Lift (no. 11630) and Coopman-Orona (no. B01530)**

Useful and additional contact information can be found in Appendix 1.

4 Resources

4.1 Fire detection and alarm

Smoke detectors have been installed on all floors and in the stairwells. Fire alarm call points have also been installed on each floor in the stairwells and along the escape routes. Both send a signal to the fire alarm control panel when activated. This panel is located on the ground floor

at the reception. A repeater panel is located on the first floor in the recording studio.



Smoke dectetor



Manual fire alarm button



Fire detection control panel

4.2 Interruption of energy supply

Gas detection

Detectors in the kitchen and the boiler room are connected to a gas detection panel. In the event of gas detection, the gas supply will be automatically shut off. The gas detection panel is located in the boiler room. Any alerts from the gas detection panel are sent to the building management system, but not to the fire alarm control panel.



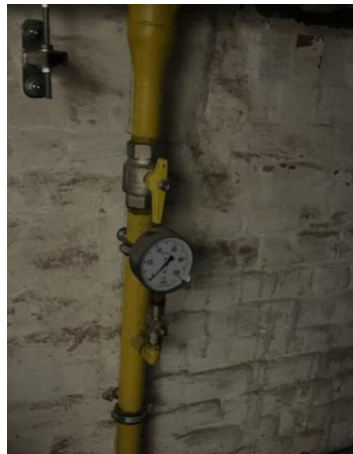
Gas detection panel

Manual shut-off valve

The gas supply can also always be shut off manually at various locations by means of emergency buttons or shut-off valves.



Main gas shut-off valve



gas shut-off valve



Emergency shut-off valve – boiler room

4.3 Acces security - control

Badge system

Staff members have access to the building and office areas using a badge and badge reader (no logging). Visitors who use the community centre after opening hours are given a badge, which must be returned afterwards.



Badge scanner

Intruder alarm

The intruder alarm is activated by the person responsible for closing the centre. In most cases, this is the caretaker. The alarm is deactivated by the first employee to arrive. In most cases, this is the cleaning staff.



Alarm Keypad



Alarm system sensor

Camera security

Two systems are installed. Both systems monitor both the front and the rear of the building. The first system stores the footage on a server. This footage can be accessed for a period of one month. The centre manager, the communications officer, and the chief technician have access to the footage. A second system streams live images via an app on the caretaker's phone. These images are not recorded.

*Server room monitor**Camera (system caretaker)*

4.4 First intervention tools

Primary emergency equipment is intended to extinguish a small, beginning fire. Anyone may use this equipment, but only one attempt at extinguishing should be made to avoid putting oneself in danger. Various fire extinguishers are located throughout the building, including foam extinguishers (for area protection) and CO₂ extinguishers (for object protection). A fire blanket is available in the kitchen.

*Foam fire extinguisher**CO₂ fire extinguisher**Fire blanket*

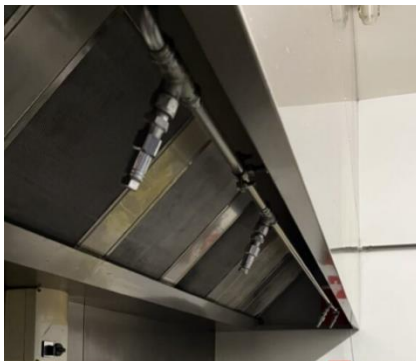
4.5 Second intervention tools

Secondary emergency equipment is primarily intended for use by the fire brigade. It is designed to extinguish fires and prevent fire spread. On each floor, there are two fire hoses, except on basement level -2 and floor +4, where there is one fire hose on each floor. Several of the hoses are also located near above-ground hydrants.

*Hydrant**Fire hose reel in hose cabinet*

4.6 Automatic Extinguishing system

An automatic fire suppression system has been installed above the stove in the kitchen.

*Sprinkler heads above the stove**Extuigishing system*

4.7 Evacuation facilities

In the event of fire, smoke, or other hazards, occupants must be able to leave the building quickly and safely. To ensure this is possible under all circumstances, special provisions have been put in place.

(Emergency)exits

Standard exits serve as the primary evacuation routes. In addition, several emergency escape routes and exits are available. Elevators must not be used during an evacuation. When the alarm is triggered, elevators automatically return to the ground floor.



*Door release
(Technical room above the theater hall)*



Emergency staircase (rear section)



Window with pushbar (Office)



Emergency door with push bar (café)



Escape route with ladder (basement -2)

Safety Lighting

To ensure safe evacuation in darkness (e.g., in the event of a power failure), the building is equipped with emergency lighting fixtures that illuminate the evacuation routes.



Autonomous emergency lighting fixtures (activate in case of power failure)

Alarm signal

The alarm is triggered by the fire detection control panel when smoke is detected or a manual fire alarm button is pressed. No warning signal is given; the evacuation alarm sounds immediately.

Sirens are installed throughout the building to ensure the alarm is audible everywhere, and in some locations, sirens are equipped with strobe lights to provide a visible alert.



Siren



Alarm siren with flashing light

Smoke vent

The evacuation routes are equipped with smoke vents. Their purpose is to keep the escape routes free of smoke during a fire, allowing occupants to safely exit the building. On basement level -1, near the loading and unloading area gate, the controls for the smoke vents in the kitchen and the stairwell of the rear section are located. On the ground floor, at the main entrance, the control for the smoke vent in the stairwell of the front section is located. Operation of the smoke vents is primarily carried out by the fire brigade.



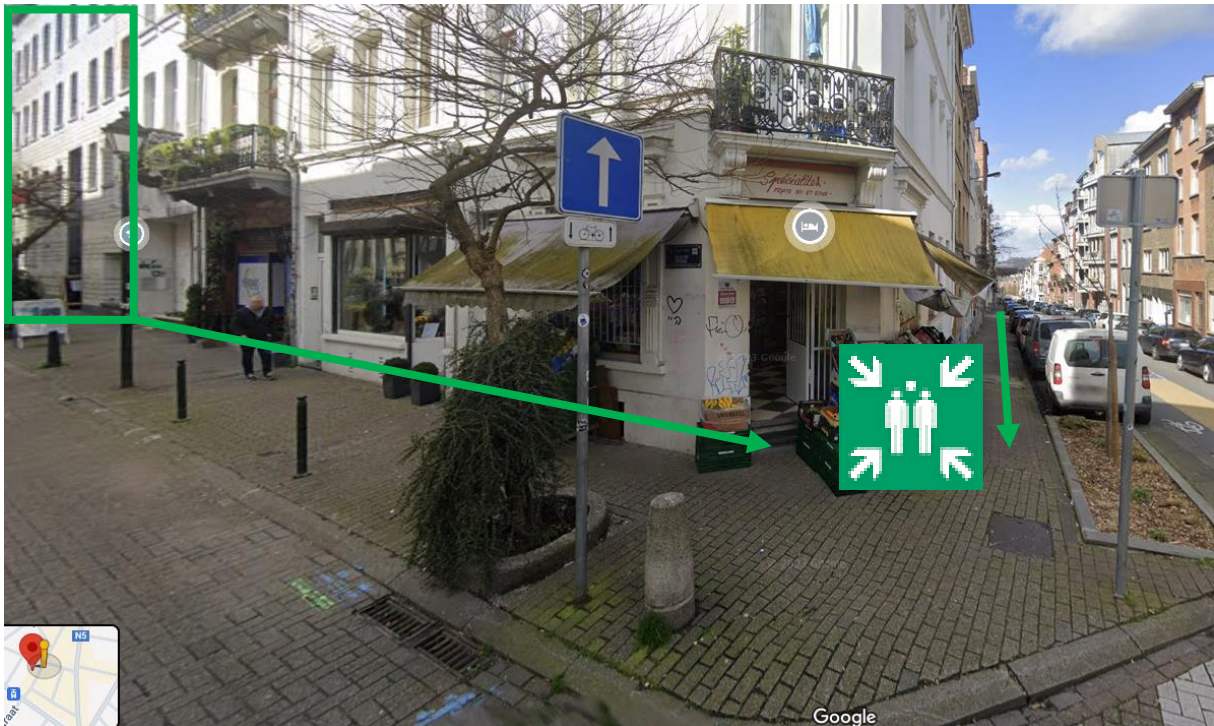
Smoke vent control



Smoke vent

Assembly point

In the event of an evacuation, everyone will assemble at the corner of Fortstraat and Dethystraat.



Assembly point

Fire doors and compartmentation

The building is divided into several compartments to prevent the spread of fire. Fire doors help maintain this compartmentation. Therefore, fire doors must always remain closed or close automatically when the alarm is triggered.



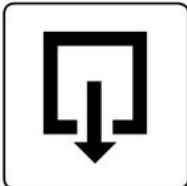
Fire door specification

Signs

Emergency exits, exits en escape routes

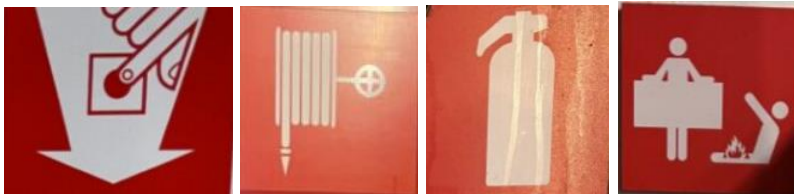


Green-and-white pictograms indicate the direction of escape routes and exits.



White-and-black pictograms indicate exits with inward-opening doors.

Fire Extinguishers, fire hose reel and Manual fire alarm button



Red-and-white pictograms indicate the location.

First aid equipment



Green-and-white pictograms indicate the location.

evacuation plans

On an evacuation plan, the escape routes are indicated from the location where the user is situated. The location of the emergency equipment is also shown. It is important that the plans are displayed in the correct places within the building, so that the location shown corresponds to the actual location in the building. In addition, the plans must be mounted in the correct orientation, allowing users to easily find their way.

On each floor, the plans can be found indicating the escape routes, the fire alarm control panel, firefighting equipment, and manual fire alarm call points.



Evacuation Plan and Emergency Instructions

Key safe

A key safe provides access to the building for SERIS and the fire brigade. The safe (cylindrical tube) is located at the entrance of the building.



Key safe

4.8 First aid

A first aid kit is available at the reception, in the kitchen, and in the office. An AED device is located on the ground floor at the reception desk. Only certified first aid responders are authorized to operate this device.



First aid kits



AED-device

4.9 Crisis room

The area behind the reception desk is designated for members of the local crisis team to assemble and coordinate procedures and actions in order to manage the emergency situation. If necessary, and depending on the situation, another room may also be used. It is essential that a room is selected where a reliable internet connection, a computer, a whiteboard, and a good telephone connection are available.

5 Emergency Teams

5.1 Crisis team

The crisis team coordinates and implements procedures and instructions during an emergency. A member of the crisis team is summoned by the coordinator (CV) whenever an emergency arises. Each team member is aware of their specific tasks and responsibilities in managing and responding to the situation. Keep in mind that not all members may be immediately on-site, so a system of on-call duty with possible cascading replacements should be established in advance.

The local crisis team consists of:

- The center coordinator (GC)
- The local prevention advisor
- the evacuation leader & members
- intervention team
- External specialist depending on the situation

5.2 Evacuation team

The evacuation team's task is to ensure that a (possible) evacuation proceeds in a structured and orderly manner. The team consists of 2 groups, each with specific responsibilities:

- The evacuation leader (orange vest)
 - o Sends someone to go and assess the situation on-site
 - o Activates the evacuation alarm if necessary



- Coordinates the evacuation (directs the evacuation team)
- Prepares attendance lists
- Notifies the emergency services
- the evacuation leader (yellow vest)
 - Evacuate by floor or zone
 - Close windows and doors
 - Escort to the assembly point
 - Inform the evacuation leaders about the numbers and any casualties.



Appendix 3 provides an overview of all evacuation team members.

5.3 Intervention team

The primary task of the intervention team members is to extinguish an incipient fire. Fire spread must be prevented by closing all doors and windows during evacuation. If possible, a single attempt to extinguish the fire is made using the available firefighting equipment. At all times, the safety of the team members and other occupants (e.g., visitors) must be taken into account.

Appendix 3 provides an overview of all intervention team members.

5.4 First aid – First responders

The task of the first aid and emergency response team is to provide initial care to staff members or visitors who have been injured or involved in an accident, while awaiting specialized assistance. At all times, they must consider their own safety before performing procedures such as resuscitation.

Appendix 3 provides an overview of all first aid responders.

6 Communication

For internal communication, various means are available. Emergency teams communicate among themselves using verbal instructions, via a mobile phone, or a landline. Communication with emergency services is carried out by the evacuation leader(s). If no evacuation leader is available, the reception team communicates with the emergency services. Communication to third parties (e.g., victims' families) or the press is handled by the local center manager, followed by the entity manager or the leading official (or their direct delegate, such as the crisis coordinator or communications coordinator).

7 Procedures emergency situation

In an emergency situation, it is important that all parties involved clearly understand what is expected of them. The practical implementation of the procedures, actions, and instructions is detailed on various instruction cards.

The following instruction cards have been prepared :

- General emergency instructions in case of fire
- Instructions for the evacuation leader and reception team
- Instructions for evacuation team members and technicians

- Instructions for the intervention team
- Instructions for first aid responders

These instruction cards can be found in **Appendix 2**.

8 Emergency Drill

8.1 General

An annual evacuation drill is organized by the center manager. A report is prepared detailing action points and areas for improvement, and checklists are available from the internal and external prevention services. Training and drills are useful to verify whether all staff members are familiar with the procedures and instructions. Based on the results obtained, the internal emergency plan can be adjusted if necessary .

All new employees receive a tour of the building during their induction and are instructed on evacuation and other emergency procedures.

8.2 Specific training

The various emergency teams receive periodic training on their specific instructions. In addition, first aid responders and the fire service undergo a specific basic training as well as periodic refresher courses.

9 Post intervention fase

9.1 Ending the emergency situation

Concluding the emergency drill:

The conclusion of the emergency drill is carried out by the organizer of the drill. The organizer communicates the end of the drill to the evacuation leader, who in turn informs all employees that the drill has ended.

Closure of the emergency situation:

In the event of a real emergency situation, the crisis team decides on the closure of the emergency. The coordinator will communicate the appropriate instructions to staff members in order to initiate the recovery phase.

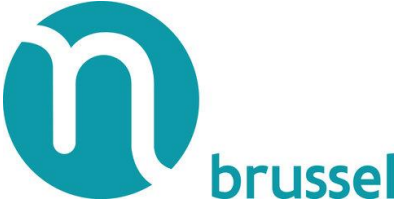


9.2 The post operational fase

In the post-operational phase, the crisis team will make decisions and provide instructions regarding the next steps to be taken. This may include:

- Assistance and guidance for victims.
- Organizing psychosocial support for all those involved.
- Organizing an information session (in consultation with crisis communication).
- Contacting insurance companies.
- Carrying out a risk analysis (LMRA: identifying residual risks)
- Identifying resources and space for the resumption of work.

...

Appendix 1: Useful Contacts

		  <p>SAR management system® IDEWE - IBEVE</p>	
Document number:	Author / Prevention Advisor	Date:	Page
Module:	Fire Prevention File – Internal Emergency Plan, GC De Pianofabriek		
Workdocument	Useful Phone Numbers – Emergency Numbers		
Reception	02 541 01 70		
Caretaker	0490 47 78 03		
Center Manager	0490 47 79 48 (Bastiaan)		
Local Prevention Advisor	0490 47 79 48 (Bastiaan)		
Community Centers Coordinator	0499 59 49 28 (Frank)		
Chief Official	0485 91 98 12 (leen) – 0479 994 632 (Dirk)		
Director of Personnel & HRM	0490 14 12 86 (Katrin)		
Director of Buildings & Heritage	0490 47 74 27 (Klaas)		
Technical Contact Point for Buildings & Heritage	0490 52 25 47 (Rogier)		
Internal Prevention Service	02 563 04 44 (Algemeen) 0490 52 40 93 (Philip) – 0488 92 33 72 (Edwin)		
Fire Department – Ambulance	112		
Police	101		
On-Call Doctor	1733		
Red Cross Flanders	105		
Poison Control Center	070 245 245		
Sibelga (in case of gas leak or power outage)	0800 19 400 – 02 274 40 66		
VIVAQUA	02 739 52 11		
VGC Buildings Service (general inquiries)	02 563 04 10		
Seris Security	02 702 50 00		

HVAC (OTB)	052 41 44 37
LIFTS (De Lift)	0800 204 04 (24/24u)
LIFTS (Coopman-Orona)	0800 209 25 (24/24) of 056 35 07 01
IDEWE	02 237 33 24

Appendix 2: Instruction cards

General emergency instructions in case of fire.

IN GEVAL VAN BRAND EN CAS D'INCENDIE

WAARSCHUWEN / AVERTIR

Bel (0) 112

EVACUEREN / EVACUER

- Verlaat het gebouw langs de dichtsbijzijnde nooduitgang.
- *Evacuer par la sortie de secours la plus proche.*

BLUSSEN / ETEINDRE

- Onderneem indien mogelijk één bluspoging met de aanwezige blusmiddelen.
- *Entreprendre, si possible, une tentative d'extinction avec les extincteurs sur place.*

NOODINSTRUCTIES



Bij BRAND of EHBO: Bel R70

BLIJF KALM – VERMIJD PANIEK

MELD



1. BEL R70 (onthaal)
 Indien geen gehoor op bovenstaande nummer of bij afwezigheid personeel, BEL de hulpdiensten: **0112**

Zeg bondig

- **WIE** (naam)
- **WAT** (brand, EHBO, gasreuk, ...)
- **WAAR** (GC De Pianofabriek, Fortstraat 35, Sint-Gillis)
- **ERNST** (grootte brand, aantal mogelijke slachtoffers)

BLUS



2. DRUK DE ALARMDRUKKNOP IN

3. BLUS INDIEN MOGELIJK
 maar breng jezelf niet in gevaar.

EVACUEER



4. VERWITTIG IEDEREEN – SLA ALARM

5. BIJ ALARM (SIRENE): ALGEMENE ONTRUIMING

- Blijf kalm – loop, duw of roep niet
- Neem de kortste en veiligste weg
- Neem geen lift
- Neem niets mee
- Laat alle lichten aan
- Sluit ramen en deuren
- Ga niet door rook

Verhuden bij u geroepen bij brand






6. VERZAMEL BUITEN op
 de hoek Fortstraat / Dethystraat

- Meld je bij de verantwoordelijke
- Ga na of er personen achtergebleven zijn
- Ga zelf nooit terug naar binnen

**BIJ SIRENE: ALGEMENE ONTRUIMING
 BEGEEF U NAAR BUITEN
 VERWITTIG ANDERE LOKALEN**

Instructie evacuatieleider + ONTHAAL

		
Module:	Contingency Planning	
Werkdocument	Evacuation Leader Instructions – YOUR SAFETY FIRST!!	



	Building: GC De Pianofabriek, Address: Fortstraat 35, 1060 Sint-Gillis Tel.: 02 541 01 70 Email: info@pianofabriek.be	
Instruction: Responding to Fire Alarm Panel Notification	Instruction: Responding to Emergency Calls	
Interpret the location of detection (using the detector plan)	Go to the fire alarm panel	
Take this instruction card		
Put on an orange high-visibility vest		
Take a portable phone or your own mobile phone		
Meanwhile, call an on-site colleague from the intervention team (phone number on the card)		
Send them to the location of the emergency		
Keep the person on the line		
Assess the situation on site		


Actual (incipient) fire	false alarm
Instruct all occupants to leave the room and proceed to the assembly point	Eliminate the cause of the false alarm
Activate the evacuation alarm and direct the evacuation team	Call the building manager and ask them to correctly reset the panel (or, if necessary, temporarily disable the detector)

Incipient fire NOT extinguished	Incipient fire SUCCESSFULLY extinguished
Close windows and doors (if possible)	Check that nothing is still smoldering
Call 112 and provide as much information as possible about the situation (name, address, location of the fire in the building, casualties, start of evacuation, etc.)	Call the building manager and ask them to correctly reset the panel

Evacuation siren DOES NOT sound	Evacuation siren IS sounding
Press a second fire alarm button or ask a colleague to do it	
Start evacuation	
Instruct all occupants to immediately leave the room and proceed to the assembly point, and be the last to close the door	
Place the first aid kit in a visible location	
Open the doors of each room using the door control system	
Take the first aid kit	
Take the intervention plan	
Go to the assembly point	
Wait for the arrival of the other evacuation leaders and organize the registration	
Register all evacuated and injured persons from your floor	
Inform the emergency services upon their arrival	



Evacuation Team Instructions = TECHNICAL Team


		
Module:	Emergency Planning	
Workdocument	Instructions for evacuation team members – SAFETY FIRST!!	

	<p>Building : GC De Pianofabriek, Address: Fortstraat 35, 1060 Sint-Gillis Tel.: 02 541 01 70 Email: info@pianofabriek.be</p>
instruction: Responding to the sounding of the evacuation alarm	
Put on a yellow high-visibility vest	
Take this instruction card	
Check your floor	
Open the doors of each room	
Instruct all occupants to immediately leave the room and proceed to the assembly point, and be the last to close the door	
Do this for the entire floor.	
Ultimately, go to the meeting point yourself.	
Inform the evacuation leader whether your floor has been fully checked or not.	
Register all evacuated persons and injured persons from your floor.	

(Back = Appendix 3)

Instruction intervention team

			
Module:	Emergency Planning		
Workdocument	Instructions for evacuation team members – SAFETY FIRST!!		

	Building: GC De Pianofabriek, Address: Fortstraat 35, 1060 Sint-Gillis Tel.: 02 541 01 70 Email: info@pianofabriek.be
---	--

instruction: Responding to the sounding of the evacuation alarm

Put on a yellow high-visibility vest

Go to the location of the emergency






Actual (incipient) fire	False alarm
Instruct all occupants to leave the room and proceed to the assembly point	Eliminate the cause of the false alarm
Press the nearest fire alarm button.	Call the building manager and request that the control panel be reset correctly (or, if necessary, that the detector be temporarily deactivated).
If a fire starts, grab a fire extinguisher and attempt to extinguish it once (YOUR OWN SAFETY FIRST!!)	

Initial fire NOT extinguished	Fire started but extinguished
Close windows and doors (if possible)	Check that nothing is still smouldering.
Call 112 and provide as much information as possible about the situation (name, address, location of the fire in the building, victims, start of evacuation, etc.).	Call the building manager and request that the central system be reset correctly.

Evacuation siren is NOT sounding	Evacuation siren sounds
Press a second fire alarm button.	
Start evacuation from rooms adjacent to the room where the fire is immediately under control.	
Call on those present to leave the room immediately, go to the assembly point and close the door of the room last.	
Go to the meeting point	
Wait for the arrival of evacuation guides and assist with registration.	

Inform emergency services upon their arrival

Instruction: How to extinguish

Brandklasse					
	 A Vaste stoffen Zoals: meubels, kledingstukken, gordijnen, hout, etc.	 B Vloeibare stoffen Zoals: olie, benzine, kaarsvet, verf, aceton, etc.	 C Gassen Zoals: butaan, propaan, aardgas, LPG, etc.	 D Metalen Zoals: aluminium, lithium, magnesium, natrium, kalium, etc.	 F Oliën en vetten
Brandblusser & blusmiddel					
Waterblusser (Brandslanghaspel)	✓	✗	✗	✗	✗
Poederblusser ABC	✓	✓	✓	✗	✗
Poederblusser D	✗	✗	✗	✓	✗
Sproeischuimblusser	✓	✓	✗	✗	✗
Schuimblusser ABF	✓	✓	✗	✗	✓
Vetschuimblusser	✗	✗	✗	✗	✓
CO2 blusser	✗	✓	✗	✗	✗
Blusdeken	✓	✗	✗	✗	✗

Use of a fire blanket:

1. Remove the fire blanket from its holder and unfold it.
2. Then make sure you protect yourself first. You can do this by wrapping the top edge of the fire blanket around your hands so that they are completely covered by the fire-resistant blanket. To do this, hold the blanket between your thumb and index finger.
3. Now hold the fire blanket high enough and stay completely behind it.
4. Then gently lay the fire blanket over the flames.
5. Ensure that the flames are completely covered so that no air can reach them.
6. Leave the blanket in place for at least half an hour.

Using a fire blanket to protect a person:

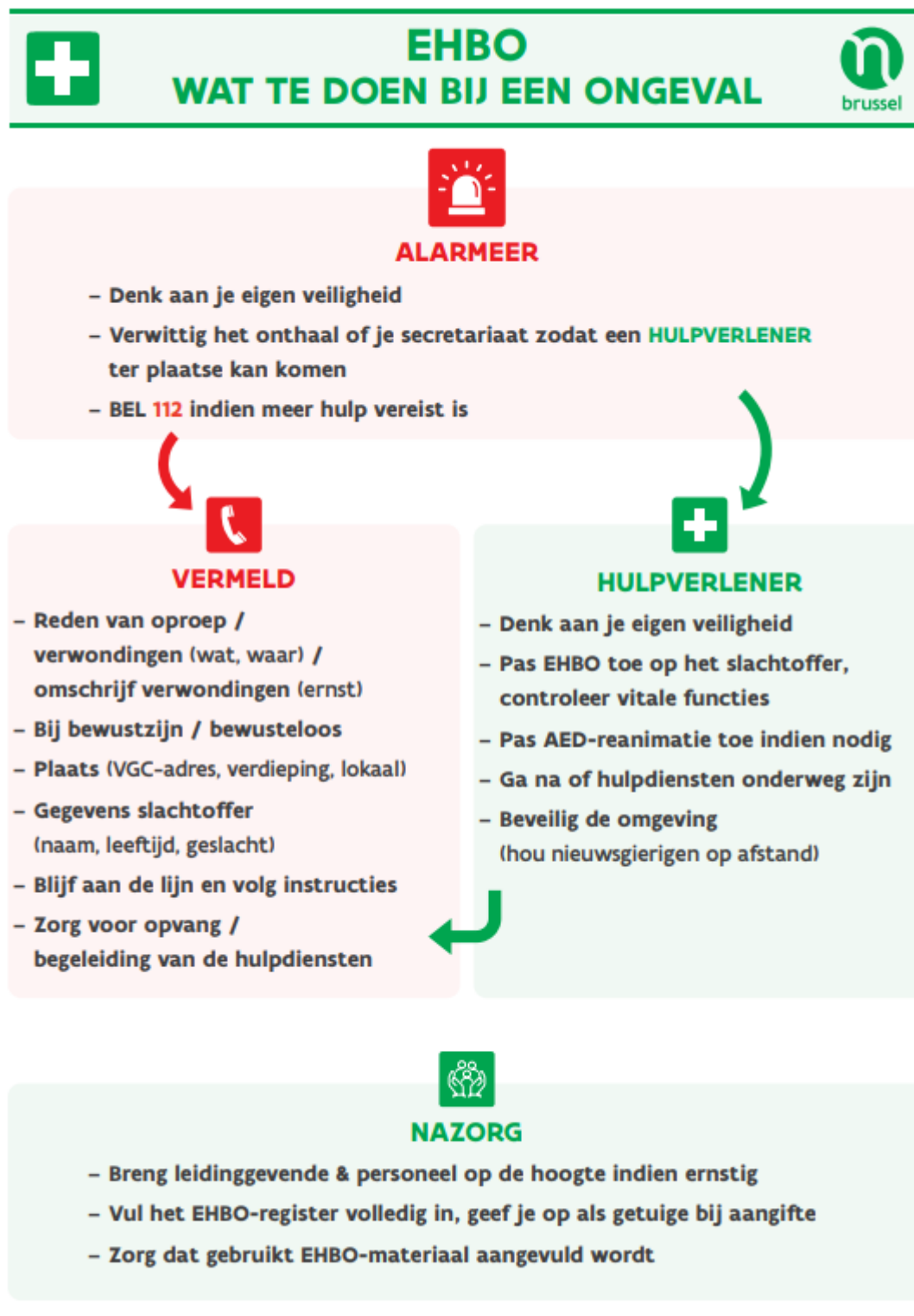
1. Preferably, do not move the victim.
2. Wrap the blanket around the victim from top to bottom.

3. Leave the head free. To prevent smoke from reaching the face, start wrapping immediately below the head.
4. Rub gently from top to bottom.
5. Once the flames have been extinguished, cool the victim with water.

Avoid:

- Panicking and giving in to curiosity; do not check too quickly whether the fire has been effectively extinguished. Lifting the fire blanket will allow oxygen to flow in again and the fire may reignite.
- Do not use blankets that are not suitable for this purpose. A fire blanket or fire extinguishing blanket is specially designed to extinguish fires.

First aid instructions – emergency responders



Appendix 3: Emergency teams

The evacuation leader:

Bastiaan Wildemeersch 0490 47 79 48 + RECEPTION (back-up: Caretaker from 6pm)

The evacuation team:

Evacuation members	TEAM TECHNICIAN
--------------------	-----------------

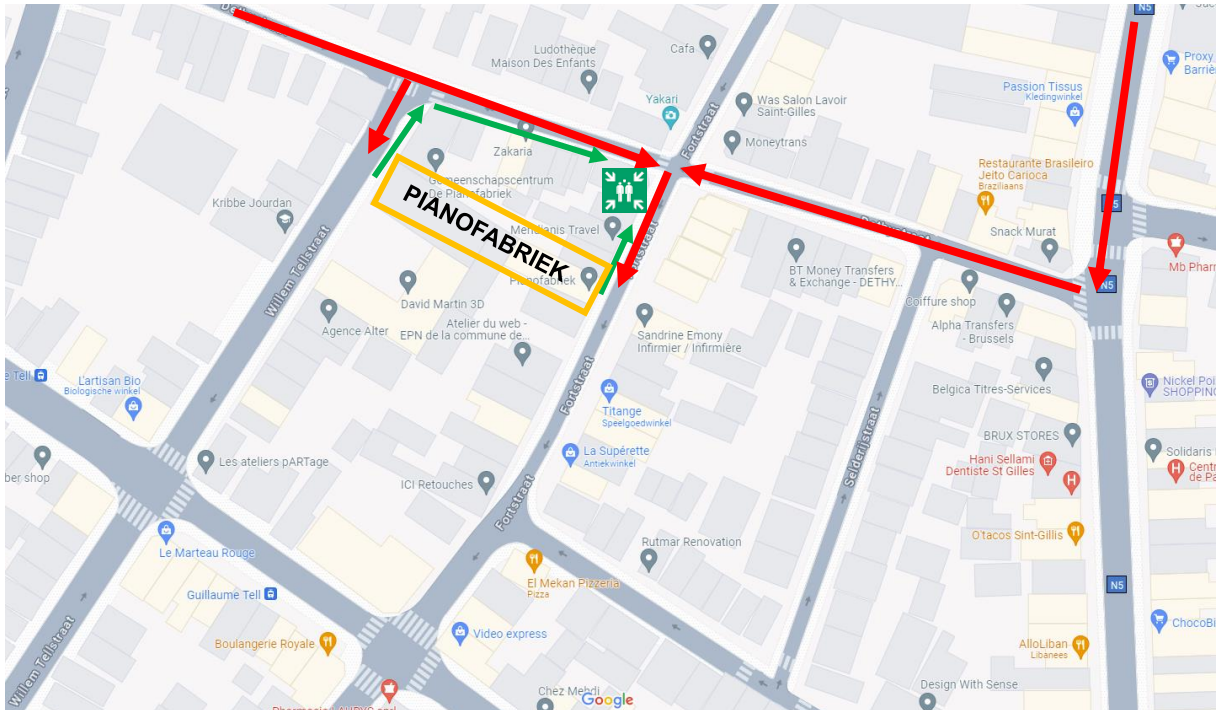
The yellow vests are located

Floor 0	Reception (grey cupboard)
---------	---------------------------

<u>Intervention team members (firefighting):</u>	<u>First aiders:</u>
Mhamed Bouhlib - 0490 47 78 03	Koen Spolspoel - 0490 67 23 85 (Workplace first aider)(refresher training needed)
Mar Fall - 0485 72 37 06	Christopher Daley – 02 541 01 70 (Workplace first aider)
Merel Dekleermaeker - 0476 08 14 50	Merel Dekleermaeker - 0476 08 14 50 (Basic first aid)
Hisham Ismael - 0466 16 03 43	Mhamed Bouhlib - 0490 47 78 03 (Basic first aid)
	Pia Pham Van Chu - (Basic first aid)

Appendix 4: Plans

Lay out plan (To be kept at the entrance of the building)



Intervention Plan (to be kept at the entrance of the building)

Plan indicating the location of technical installations (HVAC, smoke vent controls, fire-fighting equipment, shut-off valves for gas, electricity, and water...)



