### WHAT ?
- Evacuation drills.
- Legal obligation.

### WHO ?
- Everyone.
- Guidance required from the entire hierarchy and HSE representatives.

### HOW ?
- Exit the building quickly but without haste by the most accessible and less congested routes.
- Gather around the nearest assembly point.

### WHEN ?
- See planning.

### Annexes:
- Instructions
- Planning
- Assembly points maps
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 SIPP.
9. **Report** to SIPP all anomalies encountered during the drills.
10. **Report** to SIPP 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,

Michel Craps
Safety Manager (HS)
SIPP ULB
<table>
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<tr>
<th>Location</th>
<th>Date</th>
<th>Time</th>
<th>Buildings</th>
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<td>ISTI</td>
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<tr>
<td>GOSSELIES</td>
<td>Tuesday 08/11/2016</td>
<td></td>
<td>IBMM – Biopôle – Point Centre.</td>
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ASSEMBLY POINTS MAPS

CAMPUS DU SOLBOSCH

CAMPUS DE LA PLAINE

La 14 Octobre 2015

LEGEND
- Lieu de rassemblement
CAMPUS ERASME

AEROPOLE DE GOSSELIES

LE 14 FÉVRIER 2018

LE 30 OCTOBRE 2015