



Adresse postale : av. Roosevelt 50 bte 182
 1050 BRUXELLES
 Localisation : av. Buyl 125 – Ixelles
 Tél. 02.650.20.19 – Fax : 02.650.42.22
 E-mail : sipp@admin.ulb.ac.be
 Site Web : <http://www.ulb.ac.be/sipp>

19416/2018

<u>WHAT ?</u>	Evacuation drills. Legal obligation.
<u>WHO ?</u>	Everyone. Guidance required from the entire hierarchy and HSE representatives.
<u>HOW ?</u>	- 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

Driiiiiing !





19416/2018

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 bellow 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,

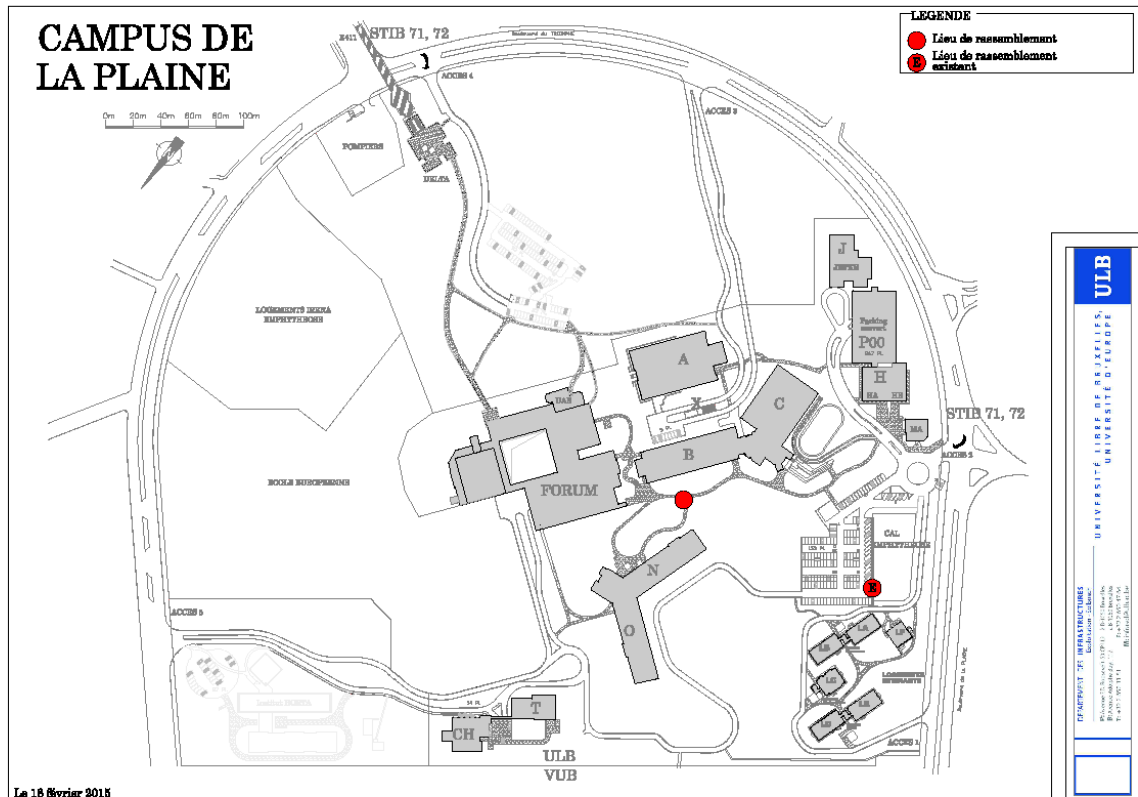
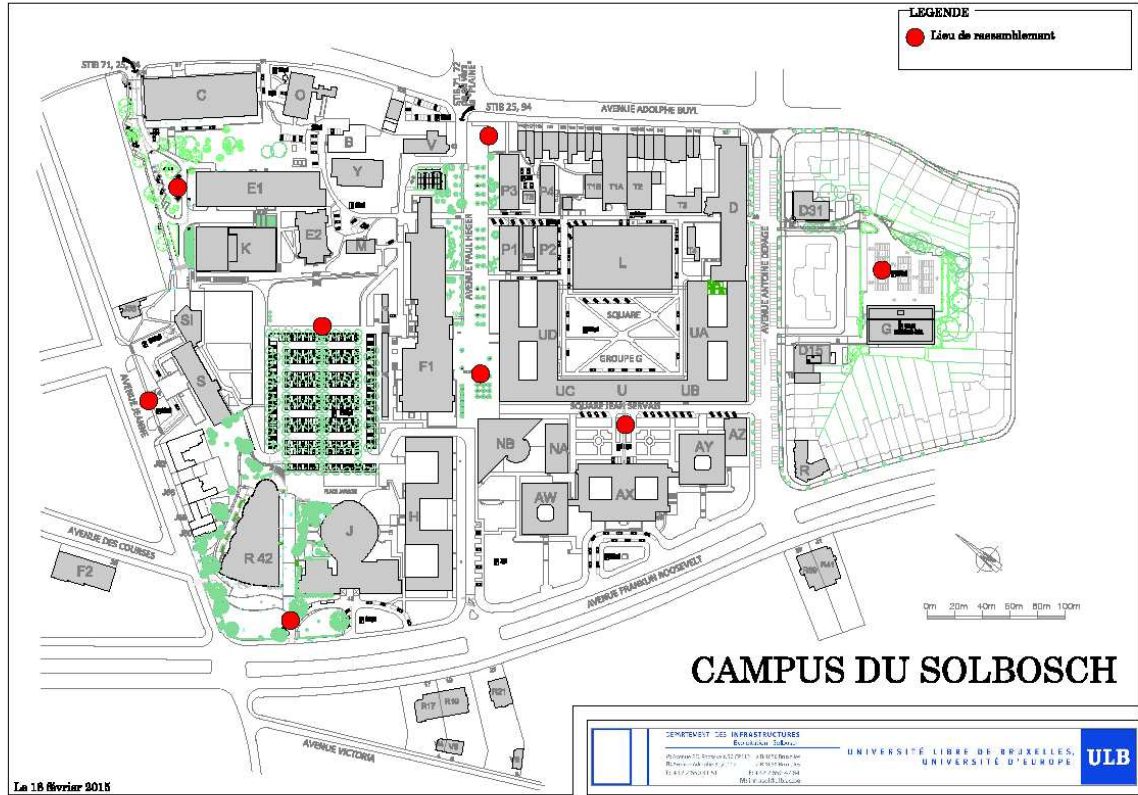
Michel Craps
Safety Manager (HS)
SIPP ULB

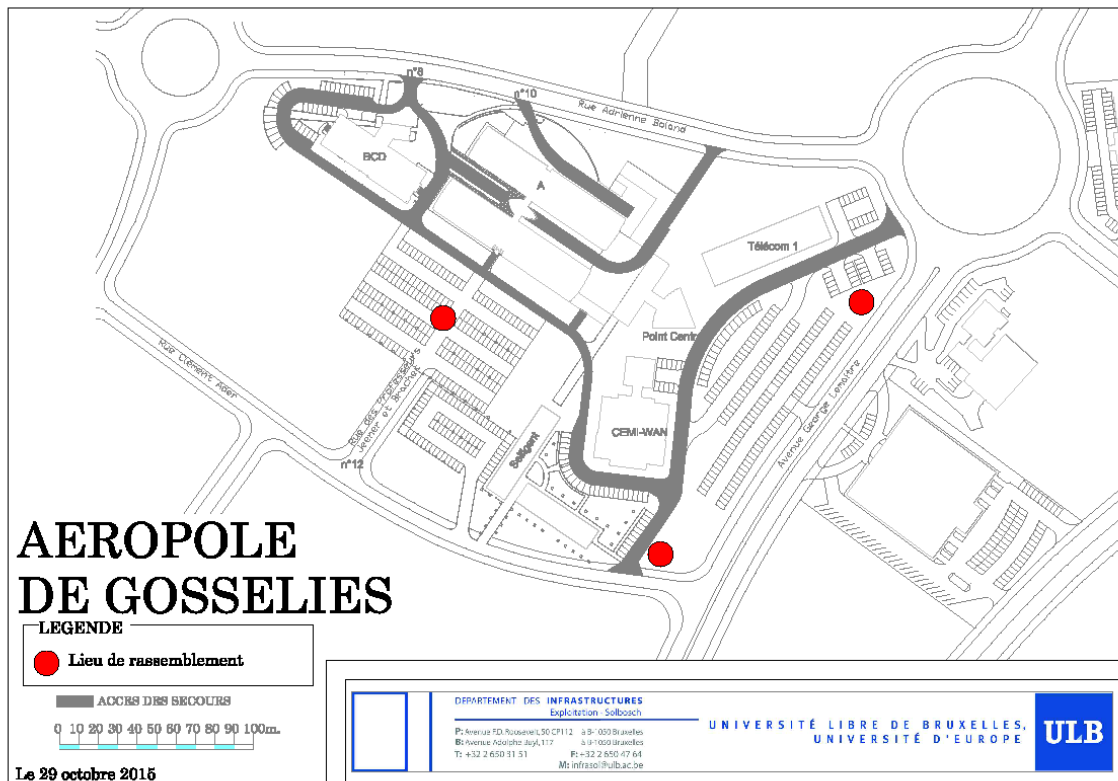
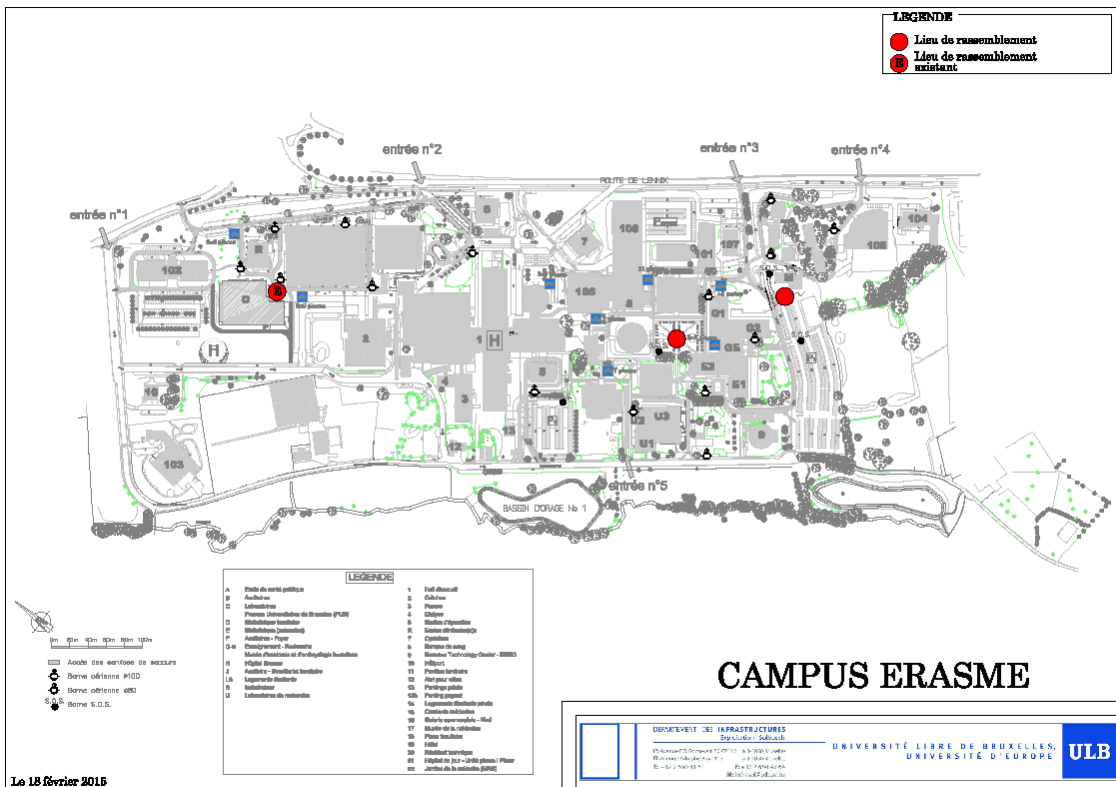
EVACUATION DRILLS - PLANNING 2018

<u>ERASME</u> <u>(except hospital)</u>	<u>Monday 22/10/2018</u> Buildings: A – B - C – D - G/E – F – J – Logements – M – N - O – U.
<u>PLAINE</u>	<u>Tuesday 23/10/2018</u> Buildings: A - B/C - F – HA/HB – N/O - S – T – Salle Jefke – Logements – M.
<u>GOSELIES</u>	<u>Wednesday 24/10/2018</u> Buildings: IBMM – Biopôle – Point Centre.
<u>FLAGEY</u>	<u>Friday 26/10/2018</u>
<u>ISTI</u>	<u>Friday 26/10/2018</u>
<u>SOLBOSCH</u>	<u>Monday 05/11/2018</u> Buildings: R – A/W – A/X – A/Y – A/Z - P1 - P2 - P3 - P4 – S - Maisons du 105 au 153 av. Buyl.
<u>SOLBOSCH</u>	<u>Tuesday 06/11/2018</u> Buildings: D – U/A – U/B – U/C – U/D – L – H – K – R42.
<u>SOLBOSCH</u>	<u>Wednesday 07/11/2018</u> Buildings: NA/NB – J - F1 logements – F1 commerces – F2 - D31 – D15 - G (crèche) – T1 -
<u>SOLBOSCH</u>	<u>Friday 09/11/2018</u> Buildings: 17, 19, 39, 41 av. Roosevelt - 52, 56, 58, 60 av. Jeanne - C - E1 – E2 – O – M - V.

(Last 04/10/18)

ASSEMBLY POINTS MAPS





- ISTI : in the inner courtyard (parking)
- FLAGEY: no officially designated assembly point, but the most logical place is Eugène Flagey Square, provided the crossing of the street is secure.