

Evacuation fact sheet, instructions for teaching staff, n° 5B

2023 - 2024

Why evacuation may be necessary

You should evacuate if there is a threat to the health or safety of the people present in a lecture hall, classroom or other space on campus. This could be due to:

- a fire;
- a bomb threat or other form of threat;
- a physical safety threat;
- accidents involving hazardous substances;
- major technical failures (such as power outages).

What you need to know as a teacher

As a teacher, you are responsible for evacuating any room or space on campus you are in. You need to know:

- where the nearest emergency exit is;
- that you are the last person to leave the room or space;
- that lifts may not be used during an evacuation;
- that you must escort your students to the assembly point;
- the location of the assembly point and that you need to report to security when you arrive there.

When to evacuate

The signal to evacuate can be recognised by the slow whoop alarm (a repeating signal that gets higher in pitch). There will also be an announcement on the PA (public address) system. The slow whoop is a cue for everyone to *calmly* leave the building.

Who can order an evacuation

Evacuation orders may also be given by:

- an evacuation officer or department head;
- in-house emergency response officers (recognisable by their vests) and security.

Your duties as a teacher

If you hear the evacuation signal, *do not wait* for the arrival of the emergency response team but take action immediately to ensure a smooth evacuation of the building. Your duties:

- when you hear the evacuation signal, ask everyone to calmly leave the room or space;
- indicate the escape route, tell everyone where the assembly point is (see other column) and to stay there until further instruction;
- check that no one has been left behind in the room or space;
- close doors and windows if possible;
- at the assembly point, report to security that your room or space has been evacuated;
- wait for further information or instructions;
- return to the building only when you have been explicitly authorised to do so (for instance by security or an in-house emergency response team leader).

In the event of an evacuation of a building or building section, everyone present must go to the assembly point via the emergency stairwells (indicated by the green escape route signs).



Evacuation assembly points (see map below)

emergency in: assembly point:

Main Building	Restaurant W&N Building
W&N Building	Restaurant Main Building
Medical Faculty	Restaurant W&N Building
Transitorium/EC	Restaurant Medical Faculty
OZW Building	Restaurant W&N Building
Bellevue	Restaurant W&N Building
Initium	Restaurant Main Building
O 2	Gustav Mahlerlaan
NU Building	Restaurant Main Building



People who require help

Check to see if there is anyone who is unable or less able to evacuate the building by themselves (without help from others). You may need to ask other people present for assistance. The in-house emergency response team can operate the fire lift if necessary.



Lifts

In case of a fire alarm, the lifts are automatically sent to the ground floor. They will no longer operate.

Locked doors

If the fire alarm goes off, all electrically locked doors on the escape routes are automatically unlocked. The electrically locked doors inside the buildings and the outside doors are also fitted with green boxes that you can use to manually unlock them by pressing a button.



VU emergency number

- In case of emergency, call:
22222 or 020 598 22 22

Important telephone numbers and more information

- If you want to report a non-urgent safety risk, contact the Security Desk in Main Building: **85854 or 020 598 58 54**
- Safety hotline (registration of physical incidents or accidents, reports) on VU.nl: [Emergencies - Vrije Universiteit Amsterdam \(vu.nl\)](https://www.vu.nl/emergencies)

Diefstal en verlies

Neem bij verlies of diefstal van privé of VU-eigendommen en bij een verdachte situatie direct contact op met de beveiliging

85854 of
020 - 59 85854
vu.nl/veiligheid

Calamiteiten

Bel in het geval van een calamiteit het VU alarmnummer
22222 of
020 - 59 82222

INFORMATIE OVER EEN
VEILIGE CAMPUS EN
PLATTEGROND AAN
DE BINNENZIJDE

Gastvrij en alert

De VU Campus is een open en gastvrije omgeving. De VU heeft een actieve rol in het herkennen, voorkomen en beheersen van veiligheidsrisico's en incidenten. Medewerkers en studenten aan de VU dragen uiteraard ook bij aan een veilige campus.

Noodsituatie
In acute situaties die direct hulp vereisen, bel je altijd het VU alarmnummer. De VU BHV wordt dan opgeroepen. Volg bij noodsituaties de aanwijzingen op van de beveiliging, de BHV of de locatiedeskundige.

Meld- en adviespunt Veiligheid
Dit is er voor zowel studenten als medewerkers aan de VU. Je kunt hier op vertrouwelijke basis melding maken van interne (fysieke en/of sociale) incidenten, onveilige situaties en bedreiging (ook online). Aan de hand van jouw melding kunnen we maatregelen treffen om herhaling te voorkomen. Zie vu.nl/veiligheid: Meld- en Adviespunt Veiligheid

De VU Campus is volledig rookvrij
Hiermee realiseren we een nog prettigere en gezondere studeer- en werkomgeving. Samen leveren we een bijdrage aan een Rookvrije Generatie.

Bij brand, ongeval en calamiteiten

1. Blijf rustig
2. Sla de handmelder in
3. Bel het VU alarmnummer
22222 (intern) of
020 - 59 82222 (mobiel)
- Meld: Naam
 Telefoonnummer
 Locatie
 Soort calamiteit
4. Alarmeer collega's
5. Sluit ramen en deuren
6. Indien mogelijk: blus vuur met brandblusser of brandslang
7. Blijf bij het slachtoffer tot de hulpverlener aanwezig is
8. Volg ontruimingsinstructies op

Plaatsen van fietsen
Houd trottoirs en vluchtroutes vrij, plaats fietsen in de fietsenrekken of fietsenstallingen

Legitimatie
Indien gevraagd, ben je ook op de VU wettelijk verplicht je legitimatie te tonen.

Heb je vragen of opmerkingen over de flyer, mail dan naar: servicedesk.fco@vu.nl
© VU

If you have questions or comments about this flyer, please mail: servicedesk.fco@vu.nl
© VU



In case of fire, accident or other emergency

1. Remain calm
2. Break the emergency seal
3. Call the emergency number
22222 (internal) or
020 - 59 82222 (mobile)
- Report: Name
 Phone number
 Location
 Kind of emergency
4. Warn colleagues
5. Close windows and doors
6. If possible: put out the fire with extinguisher or fire hose
7. Remain with victim until the emergency responder arrives
8. Follow the evacuation instructions

Bicycle parking
Do not block the pavement or escape routes. Use the designated bicycle racks and bicycle storage.

Identification
You are legally required to show identification if asked any-where on the VU Campus.

Welcoming and vigilant

The VU Campus is an open and welcoming place. We therefore actively work to identify, prevent and mitigate security risks and incidents. Naturally, university staff and students have a role to play in ensuring a secure and safe campus.

Emergencies
In emergency situations where help is urgently required, always call the VU emergency number. The Emergency Response Team will be called. In emergencies, always follow the instructions of security staff, the Emergency Response Team or location expert.

Safety and security reporting centre
For both students and staff. Any reports of incidents of social injustice or physical abuse or injury, unsafe situations or threats made in person or online, can be reported to this office or on this hotline and will be treated as confidential. Your report will help us take steps to prevent re-occurrence of such events. See vu.nl/safety: Safety and Security Reporting Centre

VU Campus is completely smoke-free
This will ensure a more pleasant and healthier work and study environment. Let's work together towards a smoke-free generation.

Theft or Loss

In the event of theft or loss of personal or university property, contact security:
85854 or
020 - 59 85854
vu.nl/safety

Emergency

In case of an emergency please dial the VU emergency number
22222 or
020 - 59 82222

INFORMATION AND
MAP ABOUT SAFETY ON
CAMPUS CAN BE FOUND
ON THE OPPOSITE SIDE

Verzamelplaatsen VU Campus / Campus assembly points

Bezoekadres
VU Hoofdgebouw:
Visiting address Main
building Vrije Universiteit

De Boelelaan 1105
1081 HV Amsterdam

Legenda / Legend



Verzamelpunt voor OI2 Labgebouw
en ACTA
Assembly point for OI2 Lab building
and ACTA



Looproute naar het verzamelpunt
bij het OI2 Labgebouw
Walking route to the assembly point
at the OI2 Lab building



Verzamelplaats voor The Basket,
W&N, Nieuw Universiteitsgebouw,
VU StartHub, tentamenhal en Initium
Assembly point for Basket,
W&N (Mathematics and Physics)
building, New University building,
VU StartHub, Exam hall and Initium



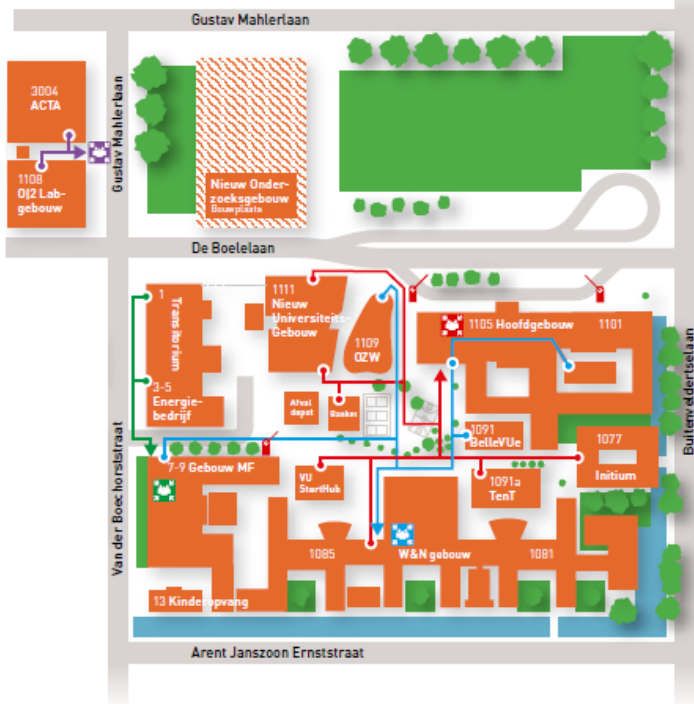
Looproute naar het verzamelpunt
in het Hoofdgebouw
Walking route to the assembly point
in the Main building



Verzamelpunt voor OZW-gebouw,
gebouw MF en Hoofdgebouw
Assembly point for OZW building,
MF building and Main building



Looproute naar het verzamelpunt in
het W&N gebouw
Walking route to the assembly point in
the W&N (Mathematics and Physics)
building



Verzamelpunt voor het Transitorium
Assembly point for the Transitorium



Looproute naar het verzamelpunt
in gebouw MF
Walking route to the assembly point
in the MF building



Ingang / Entrance



De VU Campus is
volledig rookvrij
VU Campus is
completely smoke free

Bij ontruiming

1. Blijf rustig
2. Volg de instructies van de BHV of de locatiedeskundige (herkenbaar aan de oranje armband)
3. Maak gebruik van aangegeven vluchtroute
4. Gebruik nooit de lift
5. Loop achter elkaar in trappenhuizen (invoegen volgens ritssluitingsprincipe)
6. Ga naar de verzamelplaats
7. Wacht op instructies



In an evacuation

1. Stay calm
2. Follow the instructions issued by emergency response officer or the company emergency responder (wearing an orange armband)
3. Use indicated evacuation route
4. Use indicated evacuation route
5. Never use the elevator
6. Descend stairs in single file (allow others to merge smoothly)
7. Go to the assembly point
8. Wait for instructions

VU alarmnummer
22222 (intern) of
020 - 59 82222 (mobiel)

Algemeen nummer
89898 (intern) of
020 - 59 89898 (mobiel)

VU emergency number
22222 (internal) or
020 - 59 82222 (mobile)

General number
89898 (internal) or
020 - 59 89898 (mobile)