

Emergency & intervention plan -

Otterburcht NV

Ottergemsesteenweg-Zuid 713 - 9000

Ghent

Contents

1. Company identification	3
2. Contact information and emergency numbers	4
a. Crisis Management	4
b. Emergency numbers	5
3. Location plan	6
4. Accessibility and implantation plan	6
5. Utility access plan	7
6. Evacuation Plan	7
7. Emergency scenarios	8
7.1. Fire	8
7.1.1. Detection of fire	8
7.1.2. Responding to fire	8
7.1.3. Communication with emergency services	10
7.1.4. Schematic overview of tasks	11
7.1.5. Signalization	15

1. Company Identification

Address: Ottergemsesteenweg Zuid 713 - 9000 Ghent
Activities: Provision of office spaces
Phone number: +32 9 396 75 50
Working hours: 08h30 - 17h00
Access: 24/7 access

2. Contact information and emergency numbers

a. Crisis Management

Company name : Otterburcht NV
+32 9 396 75 50

Otterburcht +32 492 117 805
Jan D'hont +32 496 494 332
Tom van Nevel +32 479 069 868
Frédéric Beaumont +32 470 924 618

b. Emergency numbers



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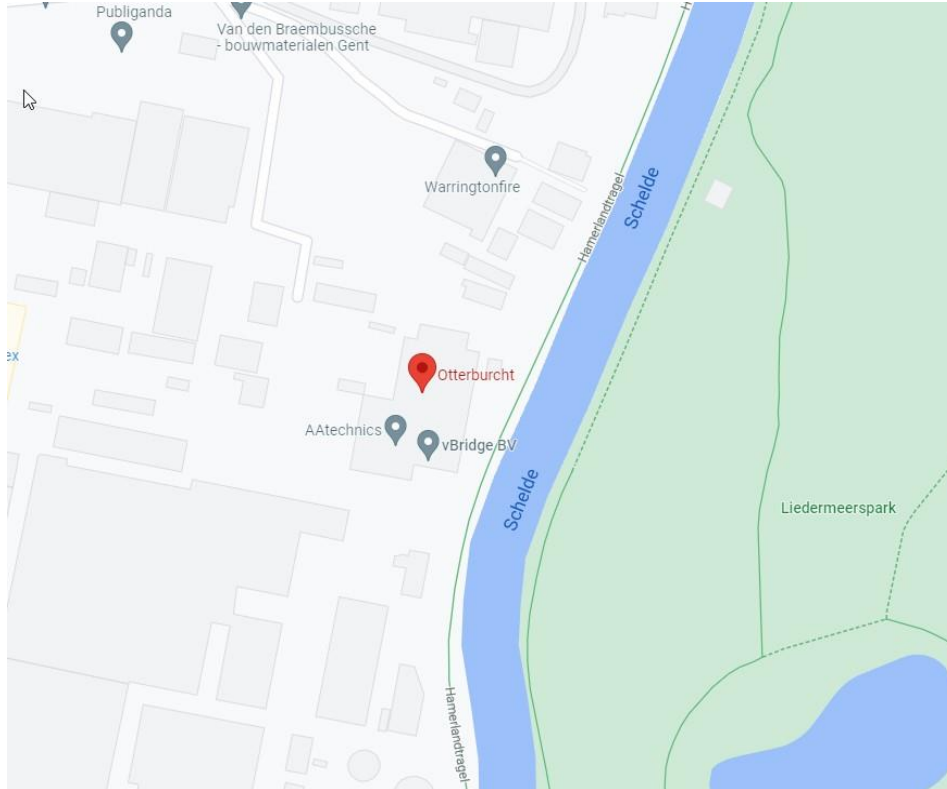


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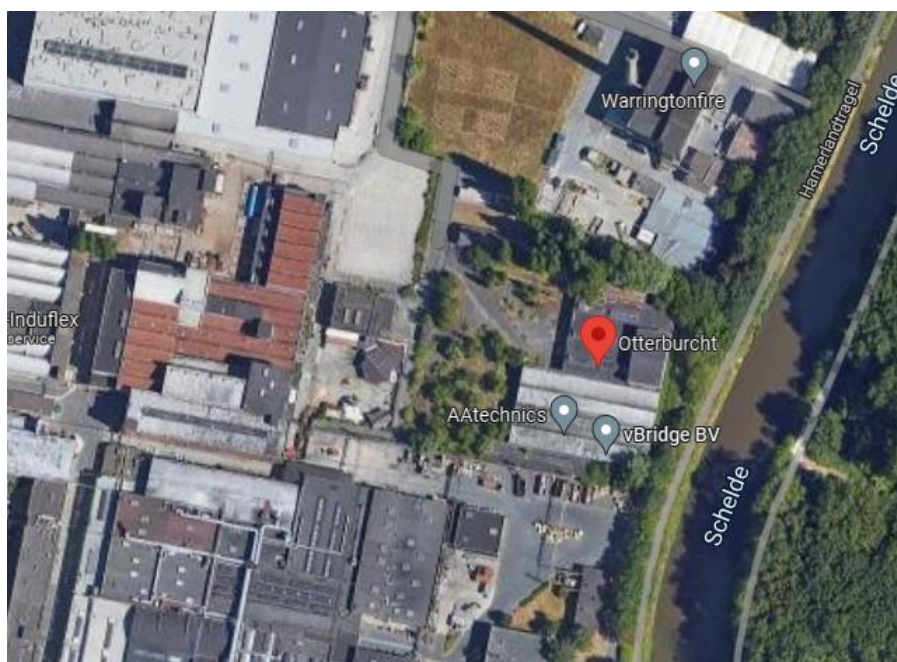
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Poison Center:	070/245 245
Burn Center:	09/332 34 90
GP on-call service:	1733
Information Belgacom:	1207

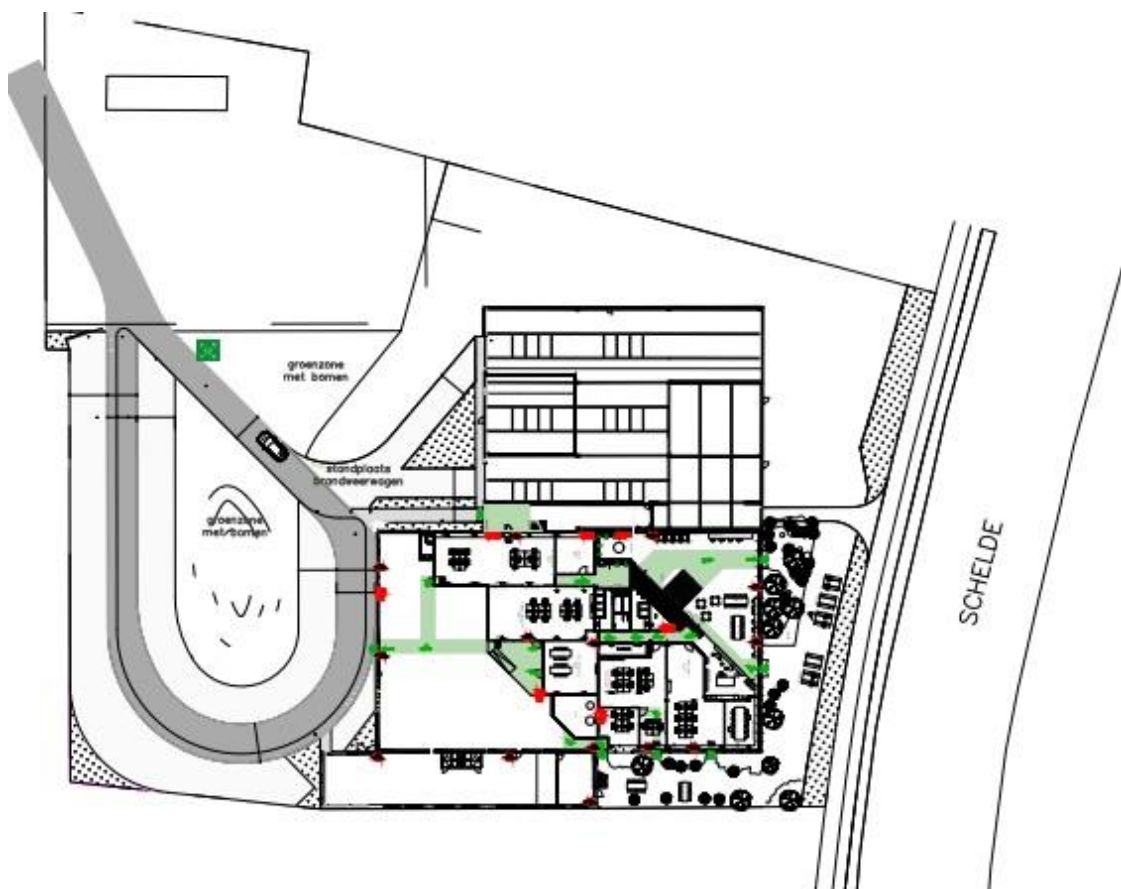
3. Location plan

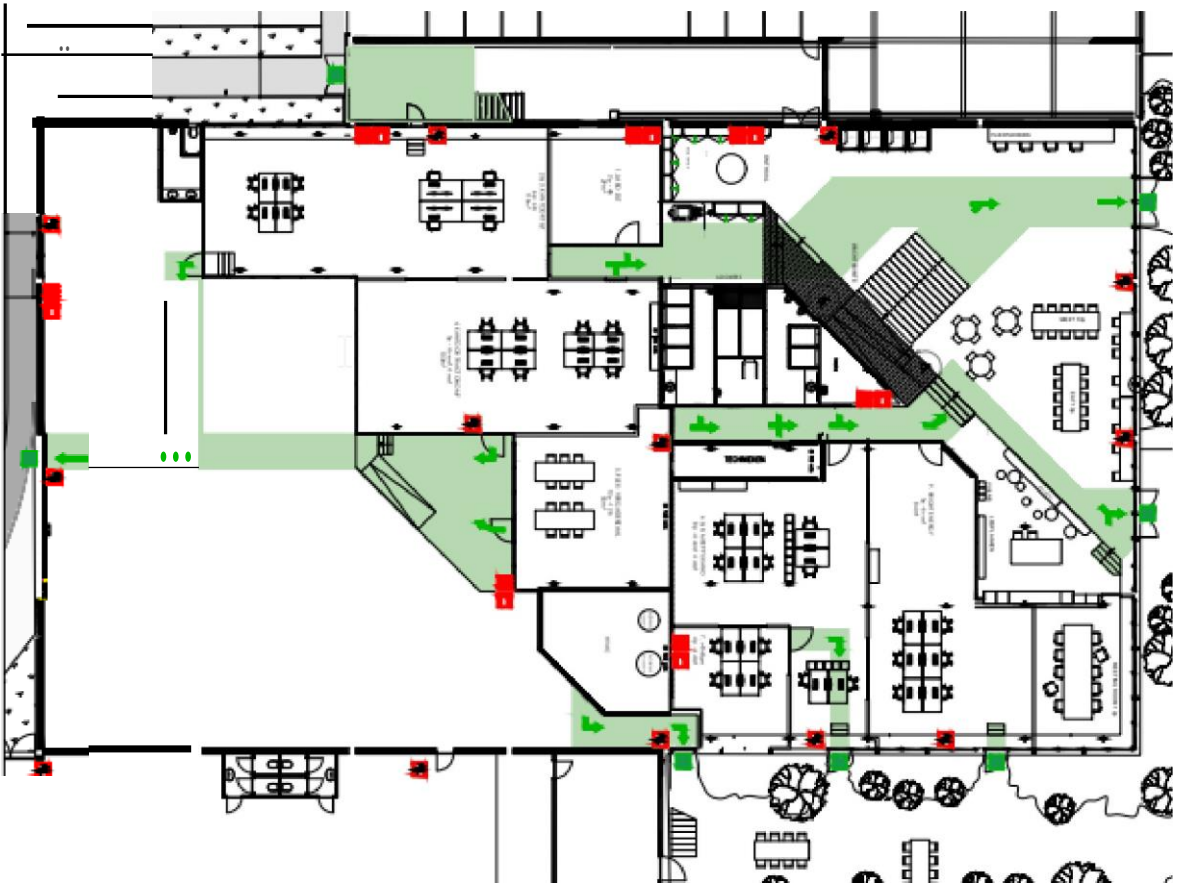
Otterburcht NV is located at Ottergemsesteenweg Zuid 713, Ghent.

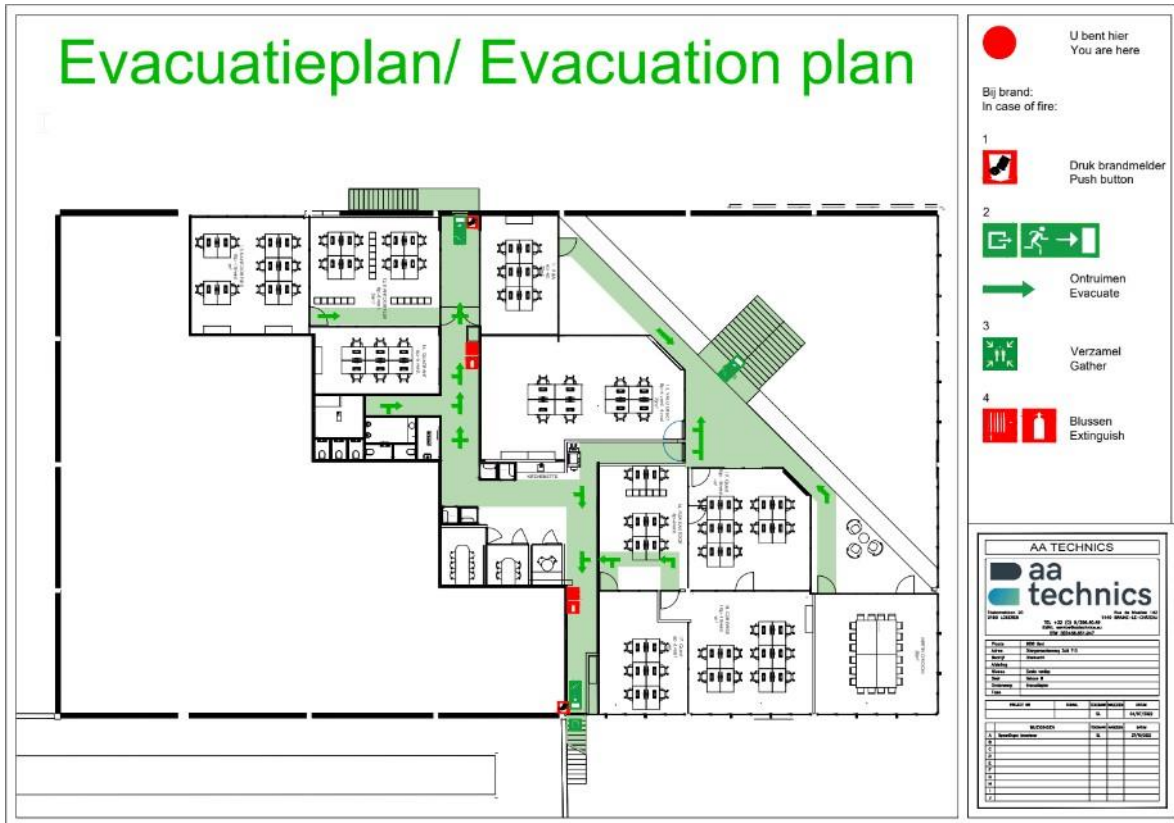


4. Accessibility and implantation plan









- Gathering place
The assembly area is in the parking lot, in front of the building.
- Escape routes
These are marked with green symbols. Always take the shortest route.
- Fire extinguishers
- Compartmentalization
- Location fire control center

7. Emergency scenarios

Several emergency scenarios are recognized as risks at Otterbrucht NV. Following scenarios are elaborated in this emergency plan:

- Fire
- (Serious) occupational accident

7.1. Fire

Scenario fire activates when fire or symptoms for fire are noticed or detected.

7.1.1. Detection of fire

a) Automatic detection

All locations are equipped with (smoke) detectors. All are connected to a fire alarm system and will sound an alarm via a sound signal only locally in case of detection.

b) Detection by a person

Any person can report a fire by pressing a red push button. Push buttons are located in the common entrance areas as well as in some office areas.

7.1.2. Respond to fire

a) Contacting the fire department

An employee who notices a fire should press a report button and then call **911**. To the emergency services, the location, size and nature of the fire should be outlined as clearly as possible. Be sure to include the full address of the property where fire was detected.

b) Fighting the fire scene

An incipient fire can possibly be extinguished by members of the intervention team who have received training in the "practical use of small extinguishers.

c) Evacuation

Upon activation of an audible alarm signal, all employees in affected building should evacuate.

- Employees without a position
In the event of an alarm, all employees should immediately terminate their duties and make their way quietly along the nearest emergency exit to the agreed evacuation site.
During evacuation, the use of passenger elevators to move down is prohibited.

- Intervention Team

An intervention team is composed of:

- Minimum 1 evacuation manager (+ deputy).
- Minimum 1 Fire Intervention Officer (+ deputy).

Each member of the intervention team has a fluorescent jacket. In the event of an alarm, they put on this vest.

To the extent possible, evacuation leaders are chosen to be located in the corners of the wings. In this way, they only need to walk in one direction to activate employees (in the direction of evacuation).

The evacuation supervisors make a tour of the wing in which they are located. During the tour, they ask all employees they encounter to go immediately to the assembly area outside. Do not forget to check the toilets. After the tour, the evacuation officer will proceed to the evacuation area.

Members of the firefighting squad also make a tour of the wing they are in. If they encounter a source of fire, they make an assessment of the situation. If they estimate that the incipient fire is controllable, they make a maximum of one extinguishing attempt. After the extinguishing attempt (successful or not) or complete tour of wing without noticing a fire source, they evacuate and report at the evacuation site to the evacuation coordinator.

For each member of the intervention team, if there is any perception of danger, they shall immediately cease their duties, evacuate and report to the evacuation coordinator.

The first member of the intervention team wearing a vest who arrives at the evacuation site takes charge at the evacuation site. From now on, this person will be referred to as the evacuation coordinator. The evacuation coordinator informs

who made the fire alarm (press red push button) and inquires about the location, nature and extent of the fire and inquires whether the fire department has already been called. If no one reports having made the fire alarm, the evacuation coordinator waits until the remaining response team members have reported to determine whether the fire department is called.

The next intervention team members to arrive inform the evacuation coordinator of their tour (everyone evacuated, all premises checked, nature, size and location of fire if encountered, etc.). Afterwards, they help keep workers at the evacuation site and avoid blocking the road for easy passage for emergency services.











7.1.3. Communication with emergency services

Emergency services are notified by the person sounding the alarm.

To ensure a smooth transition of information to the emergency services, one person should speak to the emergency services. This will always be the first evacuation leader to arrive. In the future of the emergency services, this person will make himself known and provide all information regarding the fire scene and the evacuation of the personnel it has collected.

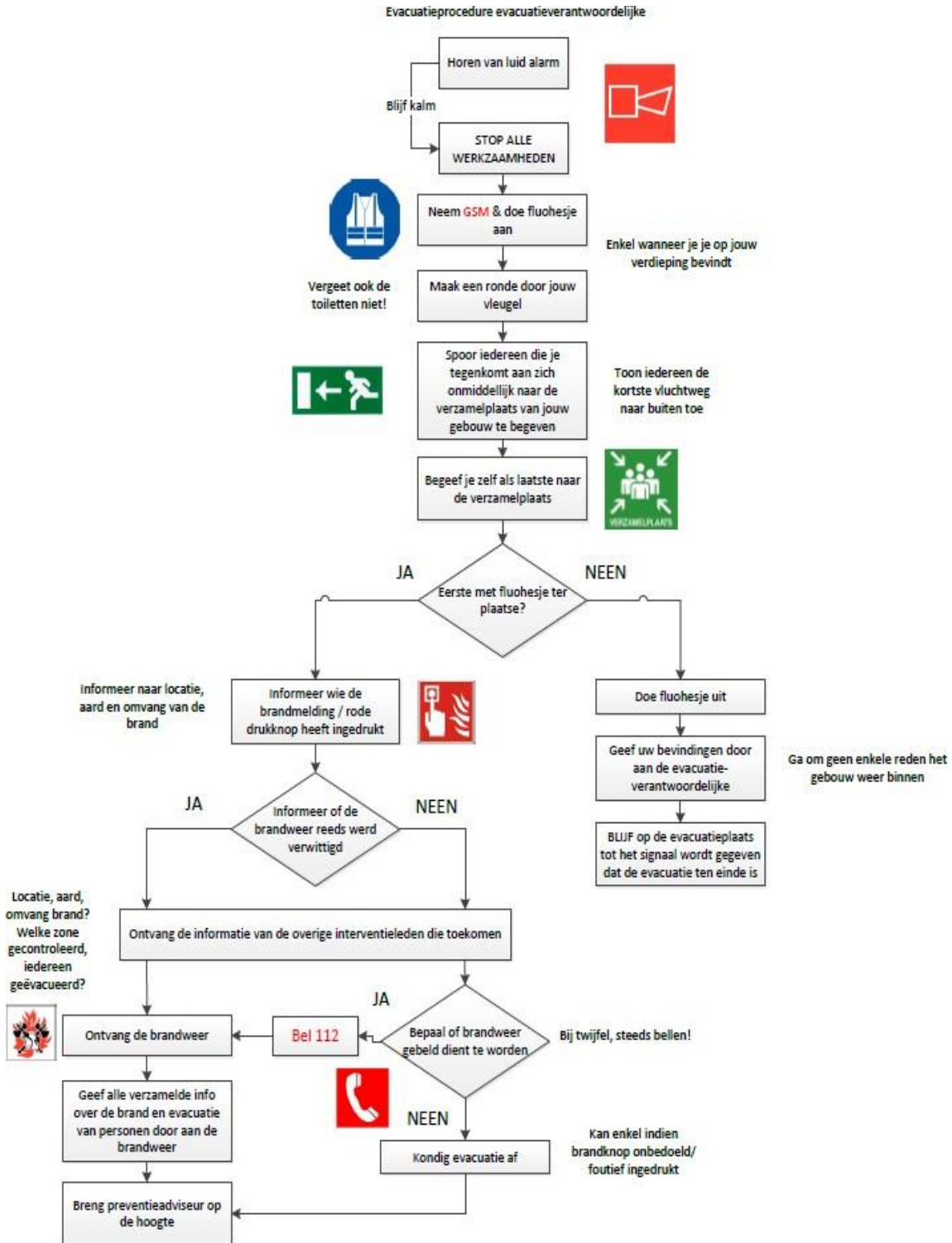
7.1.4. Schematic overview tasks

a) Employee without a position

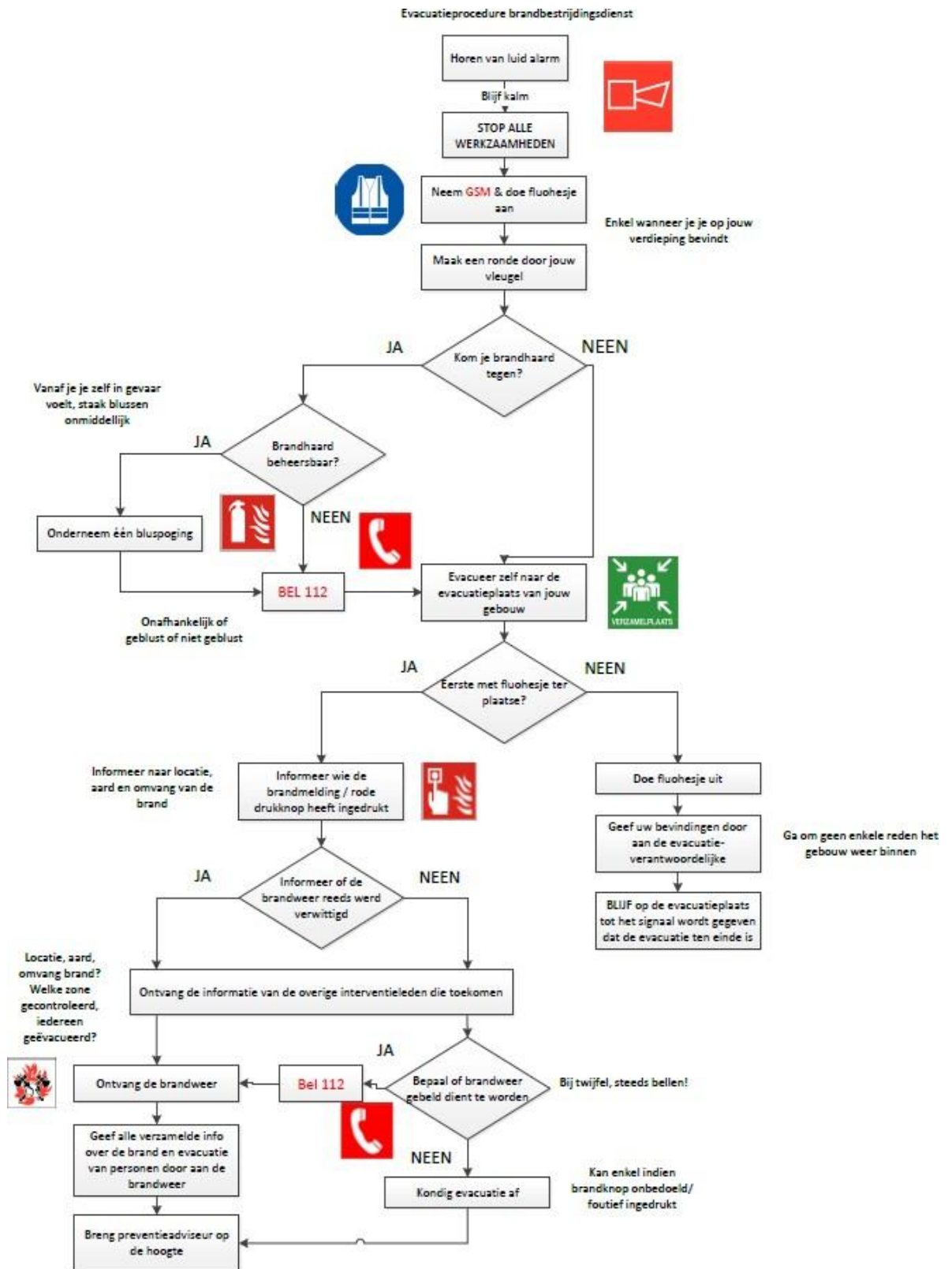
1		Brandmelder indrukken	
2		Bel 112	
3		Sluit alle ramen en deuren	
4		Tracht de brand te blussen	
5		Volg de vluchtroute Neem de trap, gebruik geen lift	
6		Verzamel op de voorzien verzamelplaats	
7		Meld bijzonderheden bij de evacuatie- verantwoordelijke of de brandweer	

b) Intervention Squad

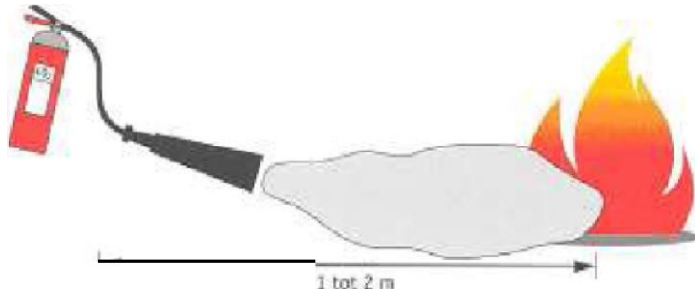
- Evacuation Manager



- Fire Department



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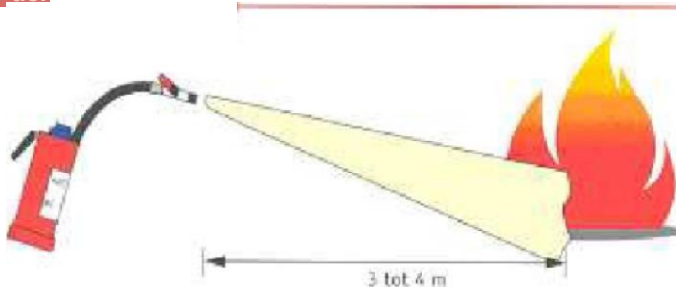


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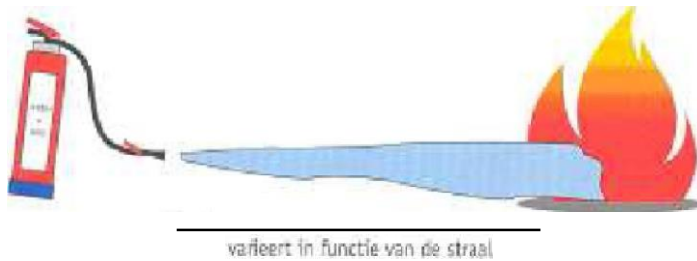
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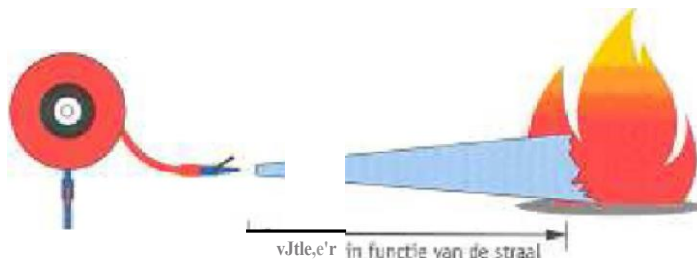
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7.1.5. Signalization

There are multiple emergency exits per floor. The emergency exit is located on each floor by the pictogram (emergency exit by stairs). The main entrance is also an emergency exit.

Fire department connections are indicated by a red "reel".

Extinguishers are indicated by pictograms indicating their location.



push button



fire extinguisher



exit



emergency exit



evacuation route



emergency exit



gathering place