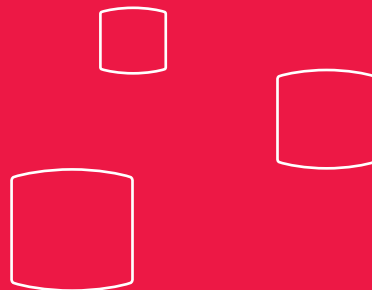


EMERGENCY

Instructions



Alarm
+31 20 549 1234

RULES EMERGENCY PLAN

RAI Amsterdam

Step 1

Always report an emergency via the alarm number +31 20 549 **1234** (Control Room accessible 24/7).

Step 2

The Control Room decides whether to contact the professional emergency services and/or the RAI emergency team.

Step 3

The RAI emergency team determines how to proceed. A number of RAI employees are trained for emergency responses and are familiar with the emergency plan. These are the Emergency Response Officers (BHV officers).

In case of a non-emergency incident

Call +31 20 549 **1930**.



Alarm
+31 20 549 1234

In case of
AN ACCIDENT

Step 1

Call +31 20 549 **1234** and report the accident.

Step 2

Indicate:

- Who you are.
- What happened.
- Where it happened.
- The number of victims.

Step 3

Stay with the victim or victims and provide first aid if possible while awaiting expert assistance.



Alarm
+31 20 549 1234

In case of **FIRE**

Step 1

Call +31 20 549 **1234** and report the fire or activate a fire alarm.

Step 2

Indicate:

- Who you are.
- The location of the fire.
- The nature of the fire.

Step 3

If possible, close the doors and windows in the vicinity of the fire.

Step 4

If possible, take any persons at risk to a safe location.

Always think of your own safety first

In case of fire never use a lift and never enter a burning room.

Stay calm and prevent panic.



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If you see

A THEFT IN THE ACT

Step 1

Call +31 20 549 **1234** and report the theft.

Step 2

Indicate:

- Who you are.
- What has been stolen.
- Where the theft took place.

Step 3

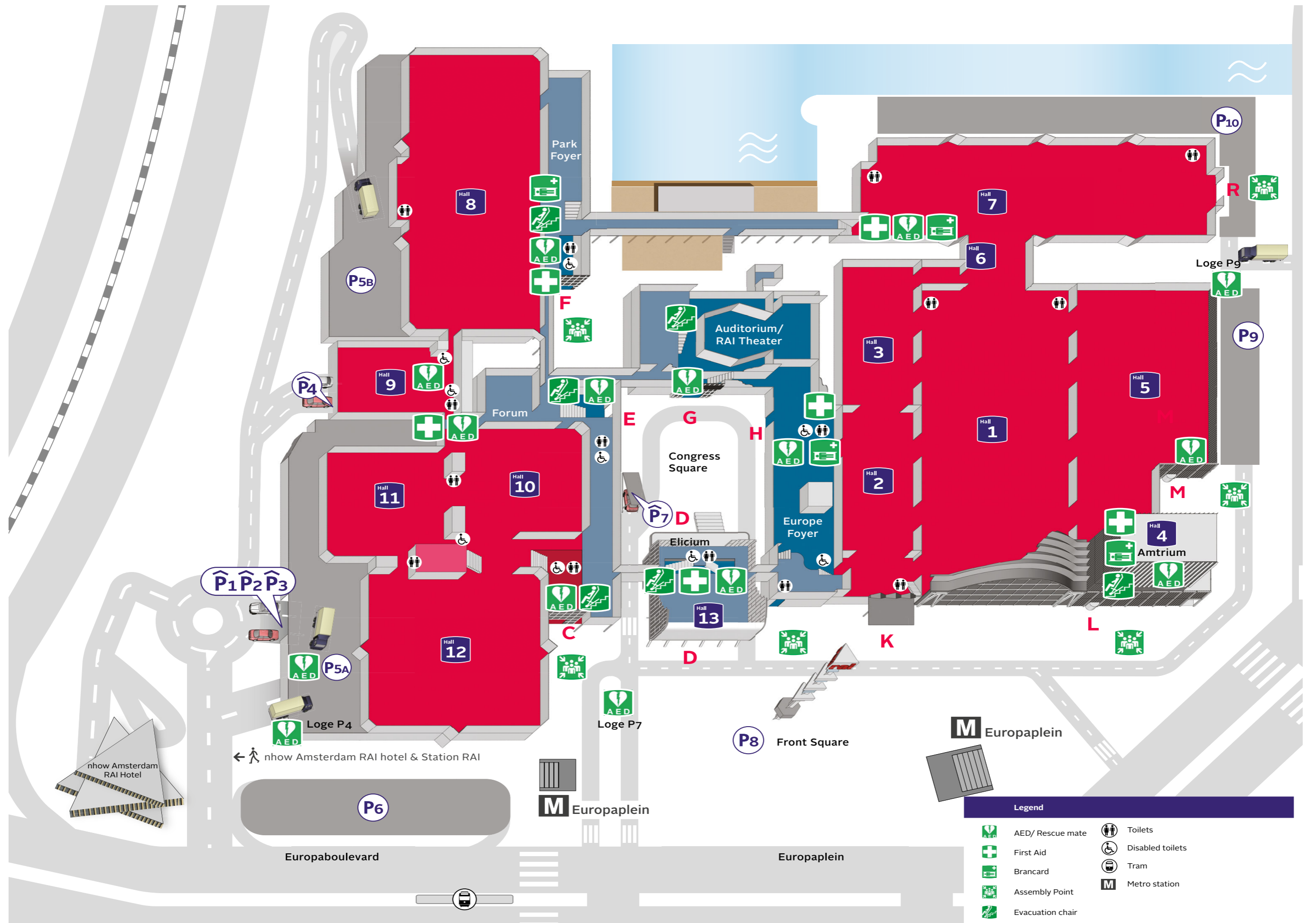
Note the appearance of the perpetrators as closely as possible. Write down the registration plate of their car if possible.

Step 4

If possible, stay close to the perpetrators and take a picture or make a video of the incident.



Alarm
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 **Alarm**
+31 20 549 1234

Important TIPS

- AEDs and First Aid boxes are available at all receptions and gatehouses.
- Always be aware of the location of the emergency exits in the immediate vicinity of your location.
- Report a missing colleague who might still be present in the building to the Emergency Response Officers (BHV) and professional emergency services.



Alarm
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