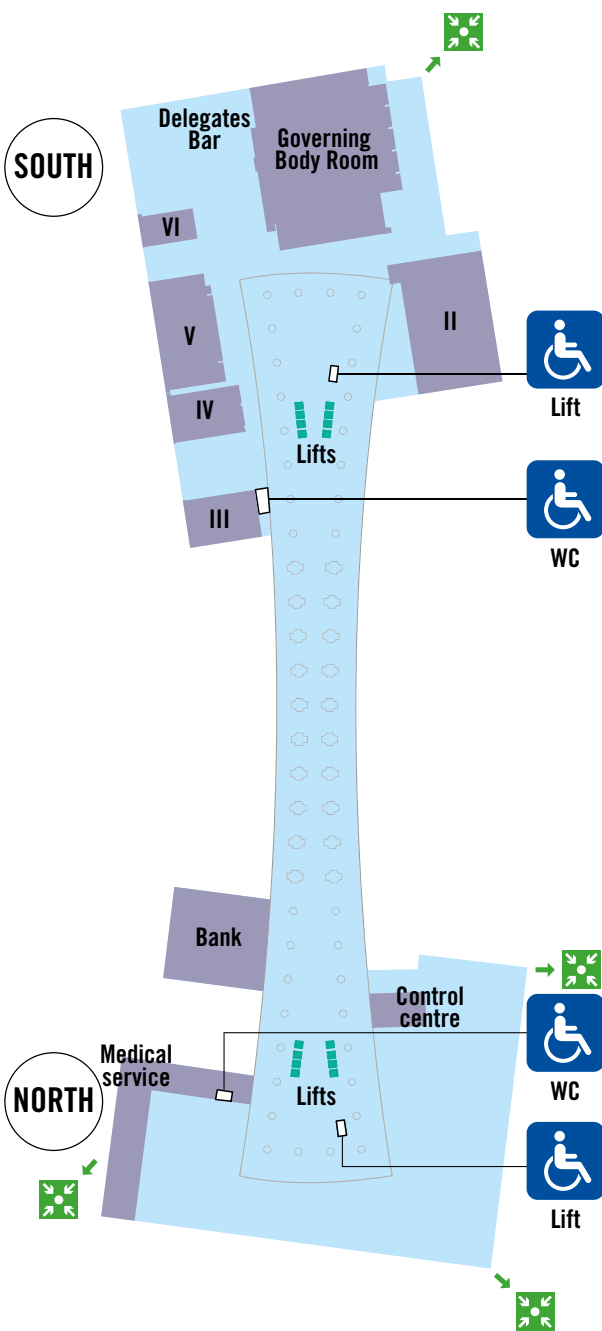
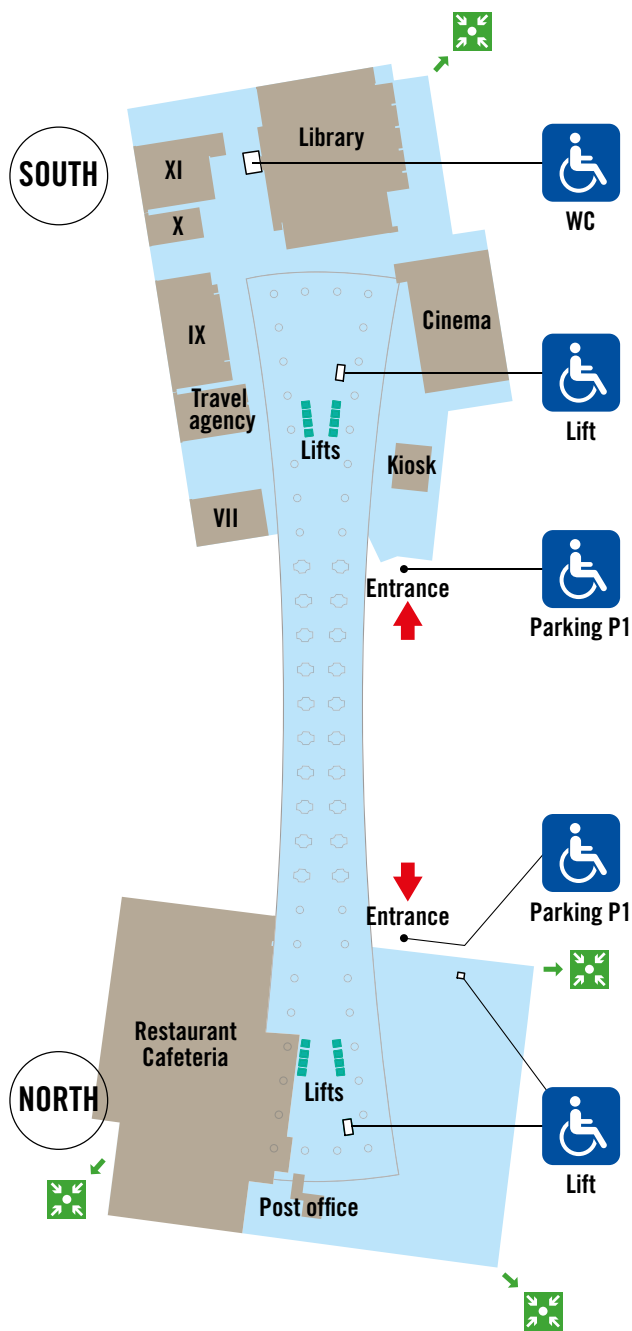




International Labour Office
Geneva



EMERGENCY WHAT TO DO? QUESTIONS WHO TO CONTACT?

<p>112 from a landline phone or 022 799 8112 from a mobile phone</p>	<p>8015 from a landline phone or 022 799 8015 from a mobile phone</p>	<p>6432 from a landline phone or 022 799 6432 from a mobile phone</p>
<p>FIRE ACCIDENT EMERGENCY SECURITY</p>	<p>CONTROL CENTRE</p>	<p>OCCUPATIONAL SAFETY & HEALTH</p>

FLOOR PLAN LEVEL R2

FLOOR PLAN LEVEL R3

Integrating Prevention on Occupational Safety and Health within the ILO





FIRE OR EXPLOSION

1. Alert security



112

from a landline phone
or
022 799 81 12
from a mobile phone

Information to transmit

Who?	Give your name and phone number
What?	Describe: fire, pollution, other emergency, etc.
Where?	Give exact location: floor, office number, any difficulty of access
Other?	Add any information that could help the fire brigade

2. Take action, help

Saving lives is the priority. If possible, start fighting the fire. Follow the instructions given by the safety officers.

3. Wait for the safety team and direct them to the scene

Safety instructions must be read BEFORE an emergency arises. It is imperative to know where to find the instructions, to consult them regularly and to follow them. Also, locate the fire extinguishers.



SERIOUS ACCIDENT OR ILLNESS

1. Secure the site to prevent other accidents

2. Alert security



112

from a landline phone
or
022 799 81 12
from a mobile phone

Information to transmit

Who?	Give your name and phone number
What?	Describe: nature of accident or illness, cause, etc.
Where?	Give exact location: floor, office number, any difficulty of access
When?	Time elapsed since the accident occurred
How many?	Number of injured, type of injuries
Other?	Symptoms observed, measures already taken, etc.

3. While waiting for help

Observe: Evaluate the situation

Think: Am I in any danger?


Act: Assess the state of the injured person and give first aid according to your abilities. Ask witnesses to stay.

4. Wait for the safety team and direct them to the scene



EVACUATION

When the alarm sounds

- Follow instructions
- Take your keys/jacket/handbag
- Close doors and windows
- Proceed to the assembly point indicated 

Follow instructions given by the safety and evacuation team

Never block the evacuation route (stairs, corridors, etc.)



EMERGENCY SECURITY

Violence, theft, vandalism, any serious threat

Alert security



112

from a landline phone
or
022 799 81 12
from a mobile phone

Don't put yourself at risk, protect your personal safety

Presence of a suspicious person, evidence of theft or vandalism.

Call SECURITY **8015** from a landline phone or **022 799 80 15** from a mobile phone

OTHER INFORMATION

Medical Unit: 022 799 71 34 Office R3-124

Helpdesk FACILITIES: Technical problem 113 from a landline phone

Operator: 111 from a landline phone

INCIDENT / NEAR MISS

Describe the problem as precisely as possible. Secure the area to prevent an accident. In case of danger, call 112 from a landline phone or 022 799 81 12 from a mobile phone



OSHcoordinator@ilo.org

Call 022 799 64 32