



IN CASE OF AN EMERGENCY CALL +31 45 526 2000 OR ACTIVATE MANUAL CALL POINT

Event POC. POC: _____

Phone number: _____

Mobile: _____ Work: _____

E-Mail: _____

I Did read the instructions on the back side Signature: _____

Event info.

Event name: _____

Build-up date _____ Event Date: _____

Perparation meeting required: YES NO Date: _____ Time: _____

Location: _____ Amount of persons: _____

Start / End time: ± _____ / ± _____ Alcohol: YES NO

VIP guest: YES NO (If yes please provide a list to IMP)

Host Organization: _____

Areas requested: _____

Special equipment requested: _____

Implemented COVID-19 measures: _____

Extra info if using the sport complex !! Don't forget the key to get access to the FRO cabinet & AED when using the sport complex !!

Do you need showers/dressing rooms: _____


Overnight camping: Amount of persons: _____ Type of sleeping facilities: _____

!! NOTE: When form is not signed by H&S, DEFP & IMP, the event is not allowed !!

Health & Safety  Date: _____ Approved Disapproved


Note: Briefing given on food hygiene requirements & alcohol consumption awarenes _____

Name: _____ Stamp: _____

DEFP  Date: _____ Approved Disapproved

Note: At least _____ FR or RP present. FR or RP must be aware of emergency number **+31 45 526 2000** .

Name: _____ Stamp: _____

IMP Security Section  Date: _____ Approved Disapproved

Note: _____

Name: _____ Stamp: _____

NOTE:

- POC appoints one or more First Responders or Responsible Persons, as indicated by DEFP.
- The POC ensures that FR or RP are recognizable.
- FR / RP must respond if there is a fire alarm or a medical accident.
- FR / RP is aware of the procedures and emergency number.
- FR / RP does not consume alcohol; or drugs

What to do in the event of a fire alarm or a medical accident:**Fire alarm:**

- When discovering a fire activate a manual call point. And shout FIRE.
- Assist in the evacuation of the building
- Guide persons to the assembly point
- Confirm that all persons are out of the building.
(If not report this to First Responder, Guards or Fire dept. when they arrive)
- Call +3145526 **2000**

Medical:

- Call +3145526 **2000**
- Go to nearest FRO cabinet. For AED or first aid kit.

DO NOT Use:

- Smoke Machines
- Naked flames

DO NOT Obstruct

- Manual call points, fire extinguisher and fire hoses .
- Escape routes and fire exits
- Or wedge doors open

NO decorations fixed to the ceiling. Only on the wall.
Decorations must be non-flammable or been treated with fire retardant spray.
A certificate must be issued for all fire retardant materials.
A fire test of the material will always be done by DEFP.

Use of kitchen ! Cooking only to be carried out in designated kitchen area !

(ICC : Only after a tour of the kitchen provided by ICC-staff).

- Never leave cooking unattended,
- Ensure the cooker and hob are turned off when you've finished cooking
- never put metal in to the microwave.

BBQ:

Make sure that the BBQ is free and stable, and that there are no combustible materials around the BBQ.

Gas BBQ: Hoses may not be older than 3 years and must always be used with a pressure regulator.

When you go home,

- Turn off/unplug all electrical appliances
- Ensure machinery and equipment is cleaned
- All items appropriately extinguished within designated smoking areas
- Close all fire doors
- Make sure the BBQ is out / cold & dispose of ashes only in the **identified ash-container**.
Ashes **MAY NOT** be disposed anywhere else on the grounds,

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Minor injury

**After office hours (17:30) call the NIGHT CARE 0031 45 577 8844 (call first before you go)
Heerlen Hospital - Henri Dunantstraat 5 6419 PC Heerlen**