

## Welcome to the Matrix Buildings

You are a guest in one of the buildings of the Matrix Innovation Center. We strive to create a safe environment for our tenants and their visitors. Please read the manual carefully and follow these instructions in an emergency.

## Available resources

- There is an Automatic External Defibrillator (AED) for resuscitation and a first aid kit available in the first aid room on the first floor.
- The emergency floor plans include the locations of escape routes and fire hose reels.

## What to do in case of fire

During office hours (08:30 a.m. - 05:00 p.m.)

If you become aware of a fire, you should take the following steps immediately:

1. Activate the call point
2. Call the emergency number (020 888 4500)
3. Describe the situation
4. Warn others
5. Follow the instructions of Emergency Response Team members

Outside office hours (05:00 p.m. - 08:30 a.m.)

If you become aware of a fire, you should take the following steps immediately:

1. Activate the call point
2. Call the WCW control room (020 592 6000)
3. Describe the situation
4. Warn others
5. Go to the nearest Assembly Area and follow the instructions of the security or the fire department

## What to do when the evacuation alarm sounds

An evacuation is signalled with a slow whooping alarm. If an evacuation alarm sounds, follow these instructions:

1. Remain calm
2. Close all windows and doors (do *not* follow this step in the event of a bomb alert)
3. Exit via the nearest safe escape route. Try to walk calmly to reduce the risk of tripping. **The main staircase and the elevator can't be used**
4. Go to the nearest Assembly Area
5. Remain at the Assembly Area until instructions are given by the Emergency Response Team

### Smoke

If there is smoke on your escape route, choose an alternative, safer escape route if possible. Smoke can obstruct your view and make it difficult to breathe. Remembering that smoke rises, stay low, it will be easier to see and breathe. Cover your nose and mouth with a cloth. Smoke may mean there is a fire.

### Heat

If you feel heat during an evacuation, choose an alternative escape route if possible. If you use a fire hose in spray mode, this may act as a heat shield.



Assembly Area



House number



Defibrillator in first aid room on the first floor

## Additional instructions

### Safe use of electricity

- Do not overload wall sockets.
- Distribute the load evenly over the available wall sockets.
- Avoid the use of extension cords; instead use a power breaker. Tangled cords are dust traps. The heat generated by the electricity combined with the dust and dirt may cause a fire.
- Not enough power or wall sockets? The building manager can help you with the installation of additional sockets or fuse groups.

### Dealing with waste

- Always dispose of paper and cardboard in the appropriate containers.
- Loose paper and cardboard in an escape route is a fire hazard and highly flammable.
- Do not leave bulky waste (pallets, furniture) on the premises or in the hallways as this creates a risk for you and the other tenants. Ask the building manager on how best to dispose of these materials.

## How to report

### Emergency reports

All incidents 020 888 4444 (office hours)  
020 592 6000 (after office hours)

In the event of a fire alarm, also press the manual call point.

### Non-emergency reports

All incidents 020 888 4400

**When reporting, always provide clear details as to who, what and where. Meet emergency services at the entrance to the building.**

### **Building address**

Matrix SEVEN 1098 XG Science Park 106

## Hazardous substances

Increased-risk substances are stored in limited quantities in the laboratories on the ground floor, second floor and third floor. These substances are intended for conducting experiments. Where appropriate or required, these substances are stored in fire safety cabinets or fume cupboards.

Lasers are used in a number of laboratories on the ground floor. Lasers can cause serious damage to skin and eyes.

In the expedition room on the ground floor is a nitrogen storage facility.

# Safety instructions

## Matrix SEVEN building

