

Health and Safety

There is a First Aid Box located in the kitchen of our offices at 2a Boulevard Louis Schmidt for use in emergencies. We hope that you will not need to use the First Aid equipment but if you do, please inform staff in the main office so that we can ensure the Box is replenished.

Medical

Both the Vrije Universiteit Brussel (VUB) and the Université Libre de Bruxelles (ULB) have a medical service on campus.

For information about VUB Health Care Centre, please see <http://www.vub.ac.be/english/infofor/prospectivestudents/healthcentre.html>

The ULB Medical Service can be reached at 02/650 29 29.

What you should do in the event of serious accident or illness

STAY CALM. ACT QUICKLY. If an accident happens or someone is taken seriously ill, the actions of the nearest person may be lifesaving. Even for minor events the right action is important.

CALL FOR ASSISTANCE. Call 112 from the nearest phone. Report the accident briefly and accurately, stating the exact location (building, floor, room). Make sure someone meets the ambulance at the main entrance to the building.

BE AWARE OF THE FOLLOWING BASIC FIRST AID ACTIONS:

- Do not move the casualty unless in imminent danger.
- Stay with casualty if possible.
- Take care not to endanger yourself.
- In the case of an electric shock, do not touch the casualty unless confident that the current is switched off.
- If vomiting, turn the casualty on their side to allow draining.
- Stem any bleeding by applying pressure to wound and elevating the effected area.
- Reassure the casualty that help is on the way.

What you should do if you discover a hazard or defect

To avoid anyone being injured it is important that all hazards and defects (including broken or malfunctioning equipment) are reported promptly to the Administration Office.

What you should do if there is a fire

Make sure you know the fire procedure for any building you use. This may save your life. Check out notices on display in university properties for procedures and assembly points.

If you hear the fire alarm:

- Don't panic, stay calm.
- Switch off any of your equipment if safe to do so.
- Leave the building immediately by going to the nearest exit or emergency exit, and close all windows and doors as you go.
- Do not run, do not use lifts, you may get trapped.

- Remember you have a collective responsibility for your neighbours, so, as you leave, check that they have heard the alarm.
- Go immediately to the designated assembly point.
- If you believe that anyone is trapped or missing, make sure that you inform the fire service or other responsible person.
- Do not re-enter the building until it is officially declared safe to do so.
- If you find a fire:
- Tackle the fire with fire extinguishers, but only if safe to do so. If you are unsure about this close doors and windows and leave the building by the nearest safe route.
- If the fire is spreading, raise the alarm by breaking the glass of the nearest call point (little red and glass boxes on the wall).

Fire precautions and prevention

A lot of fires can be avoided by observing the following rules:

- Loose posters, etc. on walls can spread fire rapidly. Fix them tightly.
- Avoid accumulation of combustible material (paper, cartons, etc.)
- Avoid obstructing doorways or corridors

False alarms:

Never maliciously activate fire alarms or tamper with safety equipment. Frequent false alarms may cause a genuine alarm to be neglected, thus putting people at risk. Malicious interference with alarms or fire equipment is a criminal offence that can be sanctioned with imprisonment and/or a fine.

Useful telephone numbers that can save your life

- Police - 101
- Pompier - 100
- Accident - 112
- Child Focus - 116 000
- Suicide Hotline - 0800 23 123
- VUB Academic Hospital Emergency - 02/477 51 00
- Poison Control - 070/ 245 245
- Burns Centre - 02/268 62 00
- You may also wish to be aware of the Community Health Service's anonymous and confidential 24-hour Crisis and Information service on 02 648 4014. It provides information, support and mental health services to anyone in Belgium who needs help and prefers to speak English. <http://www.chsbelgium.org/>

Behaviour

Whilst at the university you are expected to behave in a way that does not put yourself, other people or property at risk. This includes:

- Obeying all safety signs and warnings
- Complying with health and safety instructions
- Reporting all harm or injury caused by accidents

Behaviour on campus which puts others at risk will not be tolerated, and examples of this include:

- Misuse of fire alarms or fire fighting equipment.
- Intentional or reckless interference with mechanical, electrical or other services or installations.
- Possession, use or supply of illegal drugs.
- Drunk and disorderly conduct.
- Violent or threatening behaviour.
- Non-compliance with notices on the campus forbidding certain behaviour.

Personal safety and security

The risk to your personal safety is small. However, you can reduce the risk even more by following some very simple precautions.

- Avoid walking home alone late at night
- Keep your room or apartment secure at all times
- Report cases of harassment, crime, or other incidents immediately to the authorities.

Insurance of personal property

You are asked to note that the University's insurance will not cover your personal effects during your stay at the University (whether from fire, theft or any other cause). You should ensure that you have your own insurance coverage.