



Incident / nearly accident

Contact 022 799 64 32

Detail the problem as precisely as possible
If you can, protect from a future accident

In case of danger contact

112

or 022 799 8112 from a mobile phone



Other information

Medical Unit 022 799 71 33
Office R3-124

Helpdesk FACILITIES
Technical problem 113 landline

Standard 111 landline

EMERGENCY What to do?

QUESTIONS Who to contact?

FIRE 112

ACCIDENT 112

SECURITY 112

CONTROL CENTRE 8015

Occ. Safety & Health 6432



International Labour Office - Geneva
Bureau international du Travail - Genève
Oficina Internacional del Trabajo - Ginebra

OSHcoordinator@ilo.org

FIRE or EXPLOSION

1.Alert 112

landline

022 799 8112 from a mobile phone

Information to transmit

Who ? Give your name & phone number
What ? Describe: fire, pollution,
any essential details etc...

Where ? Specify the location (floor, office)
and any difficulties of access

Others ? Add any information which could
help the fire brigade

2.Help, give first aid

- Saving people is the priority
- If possible, start fighting the fire
- Always, obey the instructions
of the safety officers

3.Welcome the first-aid team and direct them

Safety instructions must be read
BEFORE any event occurs.
It is imperative to know where to find
the instructions, to consult them on a
regular basis and to follow them.
Also, localise all fire extinguishers.



SERIOUS ACCIDENT OR ILLNESS

1.Protect from other accidents

e.g. driving accident: Signal the accident
Warn others

2.Alert the guards

112

landline

022 799 8112 from a mobile phone

Information to transmit

Who ? Give your name & phone number
What ? Describe:
Nature of accident or illness
Causative factors etc.

Where ? Specify the location (floor, office)
and any difficulties of access

When ? Time passed since the
event began

How many ? Number of injured people
Type of injuries

Others ? Symptoms observed,
Measures already taken etc.

3. Waiting for help

- **Observe:** Evaluate the situation
- **Think:** Is there a danger for me ?
- **Act:** Judge the state of the
wounded person and give first aid
according to your knowledge
Ask witnesses to stay.

4. Welcome the first-aid team and direct them



EVACUATION



Emergency alarm sounds

- Follow instructions
- Take your keys/
jacket / handbag
- Close doors and windows
- Join at assembly point
indicated

**Obey instructions from the
safety and evacuation team**

**Never block the evacuation
routes (stairs, corridors etc.)**

EMERGENCY SECURITY

**Violence, Robbery
Vandalism,
Any Serious Threat**

Alert security 112

landline

022 799 8112 from a mobile phone

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

- Suspicious or undesirable person,
- Evidence that theft or vandalism has occurred
Alert SECURITY 8015 landline
or 022 799 8015 from a mobile phone

