

Evacuation plan Zuidtoren

**Taurusavenue 1
2132 LS Hoofddorp**

According to NEN 8112:2017



August 2025

Colophon

Evacuation plan

Zuidtoren
Taurusavenue 1
2132 LS Hoofddorp

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NEN 8112, January 2017. Business emergency organisation and emergency response service.

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6th print evacuation plan Zuidtoren, October 2021

7th print evacuation plan Zuidtoren, January 2023

Adres invoeren. Datum invoeren.

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1. Introduction

Situations may occur in which it is necessary that employees and visitors of the Zuidtoren in Hoofddorp should leave the building as quickly as possible. This situation may occur in case of fire, accident, flood, storm damage, a bomb threat, a gas leak, by order of the competent authority or other relevant cases.

To ensure that emergency response service (BHV) operations are carried out effectively during emergency situations, this evacuation plan has been drawn up specifically for the Zuidtoren, located at Taurusavenue 1 in Hoofddorp. It clearly outlines the tasks, responsibilities and authorities of the emergency response officers. In accordance with this plan, the emergency response service can act quickly in case of fire, an accident, or other calamities. The priority and actions to be taken are focussed on the safety of employees and visitors. The next priority is to limit the damage of movable assets and immovable property.

The Health and Safety Law ("Arbowet") requires organisations to adequately set up an emergency response service, by designating one or more employees to be trained as emergency response officer. These officers are responsible for emergency first-aid (life-saving action), fire control, warning of external emergency services and the evacuation of employees and visitors from the building, in the aforementioned emergency cases. As a result of this law, emergency response service becomes customized.

This evacuation plan is prepared by order of Savills Property Management (hereinafter referred to as Savills) on behalf of owner Bryant Park, and serves as a reference for managements, emergency response service officers, users of the building and all other individuals and institutions involved in assistance. These persons should take notice of this plan and in case of emergency they must act according to this plan. This evacuation plan has been signed for approval, on behalf of Savills.

This plan has been prepared in accordance with the current applicable standard NEN 8112, business emergency organisation and emergency response service, dated January 2017. It should be clear to everybody who is responsible for which tasks and responsibilities in case of incidents and calamities.

Purposes of the emergency response service:

- Rapid and competent assistance at company level in case of fire / accidents and other calamities.
- In case of (medical) emergencies, getting the helpers and required materials as soon as possible on site.
- In the event of a fire, a fast alarming service, an effective control of the fire and if necessary a rapid and orderly evacuation.

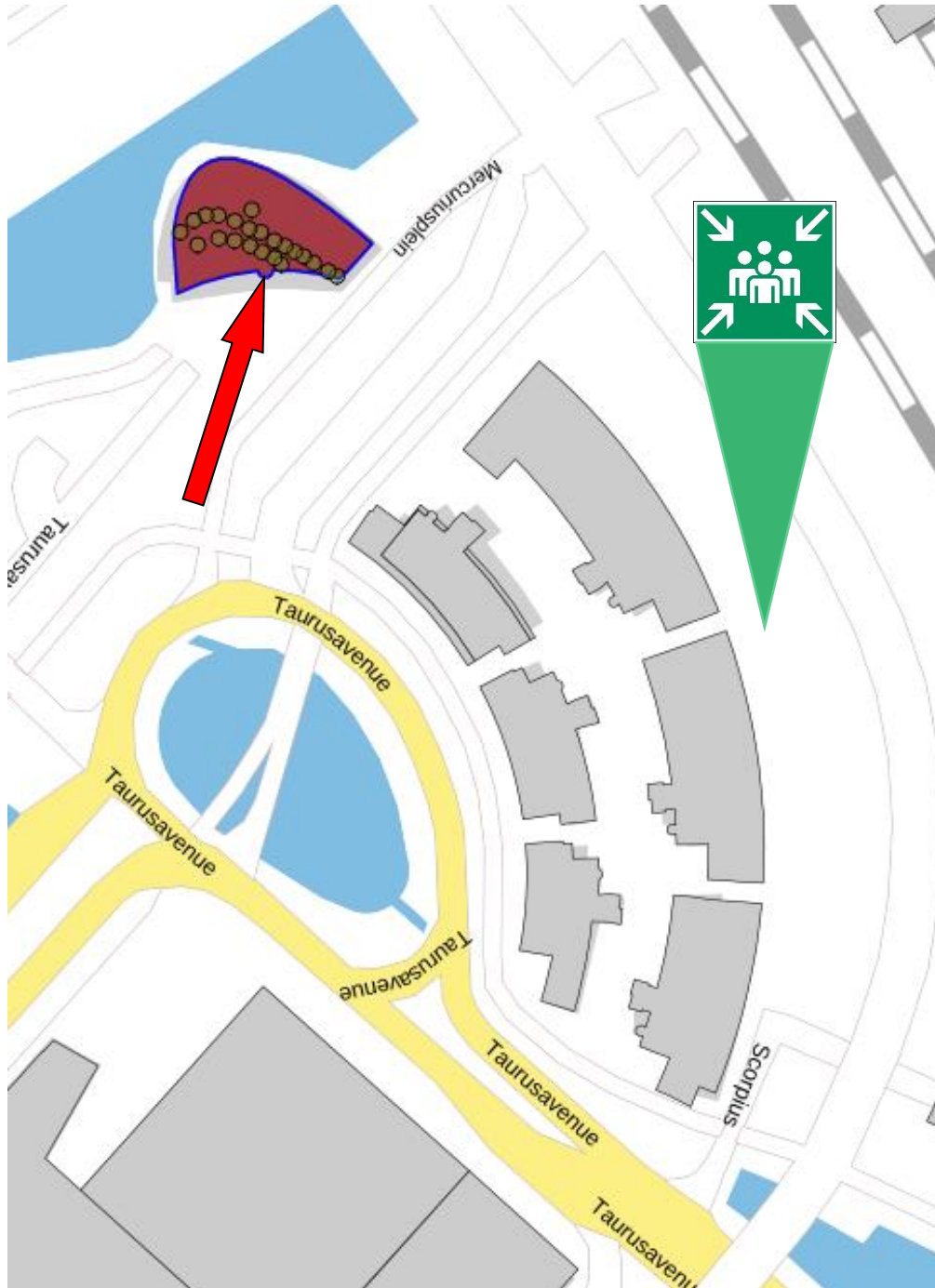
With due observance of what is described in this plan in respect of duties, responsibilities, and authorities, in case of alarming service, the company emergency response service is superior to the standing hierarchical organisation.

Intertraining is not responsible for applied changes by a third person, which could influence the proper functioning of this plan with adverse effect.

The above applies to the digital version as well as to the paper version. ©

Gebouwnaam invoeren.

2. Site plan



Assembly point Zuidtoren



Main entrance Zuidtoren

3. Building and use, installations and organisation

3.1 Building

Zuidtoren
Taurusavenue 1
2132 LS Hoofddorp



Entrance Zuidtoren

Building:

The Zuidtoren is a 20-storey office building consisting of an underground car park, ground floor, restaurant and a meeting room between the ground floor and the first floor (mezzanine). Above these, the 1st to 19th floors are rented office spaces, while the 20th floor accommodates technical facilities. The Zuidtoren is part of a modern office park, close to the NS train station and the Zuidtangent (public transport bus station).

A list of tenants with their contact persons is included in this plan.

The Zuidtoren is equipped with a modern fire alarm control centre, a Penta 5875 located on the ground floor at the container room. There are five lifts in the building which give access to the floors. Two of these lifts can also be used as fire brigade lifts. Additionally, there are three emergency stairwells and one central open staircase.

Visitors to the building are, during an evacuation, the responsibility of the person receiving them.

Type BMC invoeren.

Underground car park:

There is a spacious underground car park equipped with numerous fire safety facilities and several emergency exits providing pedestrian access leading outside.



Entrance underground car park

Ground floor:

The reception / security unit and fire alarm control panel are located in the centre of the main hall. From the main hall one can reach the storeys using one of the five lifts, and the underground car park via a fixed staircase.

A lift for disabled people is located behind the staircase and gives access to the underground car park. On the ground floor there are meeting rooms, technical areas and the fire alarm centre in the container area behind the goods lift. The restaurant is also located at the ground floor.



Main hall

Mezzanine:

On the mezzanine floor 'M' are situated a meeting room, showers and office spaces.

1st to 19th storey:

Different tenants use the office space on the left and on the right of the lifts on these floors.

Not all floors are entirely occupied.

20th floor:

This floor entirely serves as technical area.

Opening hours:

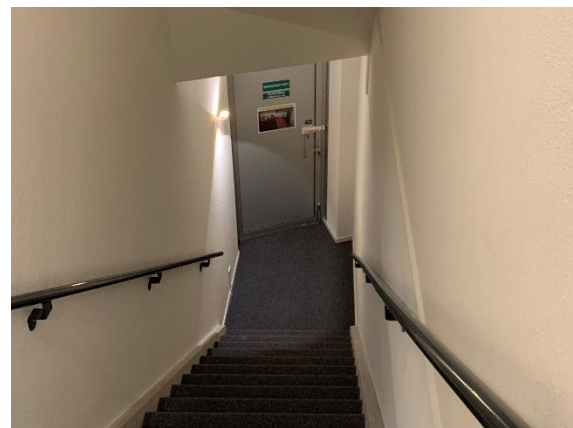
The Zuidtoren is open 24 hours a day for people using an access badge. The reception is open from 8 AM to 5 PM. The property caretaker is present from 7 AM to 5:30 PM.

Access:

The access for pedestrians is the revolving door at the main entrance. The entrance to the underground car park can be reached by car. From the underground car park, the main hall on the ground floor can be reached through the stairs and/or lift. Five lifts on the ground floor give access to the other floors. The central staircase also gives access to the floors. The lifts lead to a main hall on every floor. The tenants are located on the left and on the right of this main hall. The access for the fire brigade is through the main entrance. On the east side, beside the emergency exit of the stairwell there are side entrances, which are used only by suppliers and technical staff (see floor plan of the ground floor).

Emergency exits:

There are several emergency exits on the ground floor at the south side. Emergency exits on the other floors lead through the emergency stairwell, which is located on every floor behind the lifts. The emergency stairwell is indicated in the lift hall with the familiar indications (transparencies). The emergency stairwell leads to the east side on the ground floor outside. The stairwell is fire resistant, equipped with emergency lighting, signage and floor indicators. The emergency door which gives access to the ground floor outside is secured with a glass tube (safety glass). The tube must be broken with the special hammer in order to open the emergency door. In case of fire detection, the emergency stairwell will be provided with overpressure in order to keep the escape route free from smoke and/or gases. The quickest way out of the building is indicated by the special transparencies and on the safety floor plans in the main hall and on every floor near the lifts.



3.2 Installations

The Zuidtoren has extensive facilities for the (fire) safety, such as:

1. A fire alarm installation / evacuation alarm installation (BMI/OAI) with manual call points and automatic (smoke) detectors for the entire building.
2. The control panel for the fire alarm installation and the evacuation alarm installation is located at the reception on the ground floor.
3. Public address system, which can be operated at the reception on the ground floor.
4. A dry riser for the fire brigade with a drainage point on every floor.
5. Emergency lighting which is turned on by a generator in case of power failure.
6. Three normal lifts and two fire brigade lifts with an intercom system.
7. A pressure relief installation with a generator.
8. Overpressure system in the emergency stairwells so they will remain free of smoke in case of a fire alarm.
9. A Sprinkler installation in the garbage container area on the ground floor.

Special facilities for the underground car park:

1. An intercom system from the parking garage to the reception and vice versa.
2. A smoke extraction machine in case of fire.
3. Flashlights in case of an alarm.
4. Warning lights with text for drivers of motor vehicles with the text “turn off the engine – leave the garage”.
5. An extra emergency exit with an automatically descending stair and a hatch which opens and gives access to the surface level (see the floor plan of the underground car park).
6. Extra emergency exits via the bicycle parking and technical areas.
7. Garage rolling shutter doors and expedition roller shutters which are opened by the fire alarm centre (BMC) during an alarm.



Emergency exit in the underground car park



Warning light with flashlights in the underground car park

Ad 1

Notifications of fire and disturbance will be passed on to a Private Alarm Centre (PAC). In case of fire, always call 112 to alert the emergency services. The BMI/OAI can be activated by an automatic detector, or manually by pressing one of the red manual call points. The evacuation alarm signal can also be activated from the evacuation panel at the reception.

During a fire notification, the following installations will be activated:

- Evacuation alarm.
- Fire alarm centre underground car park.
- Electronic doors will be released.
- Air treatment installation.
- (fire brigade) lifts.
- Overpressure system.
- Fire pump.



Manual call point



Automatic detector

Ad 4

There is a dry riser in the building. The fire brigade uses this dry riser to transport extinguishing water to the upper floors.



Dry riser (inside)

Ad 5

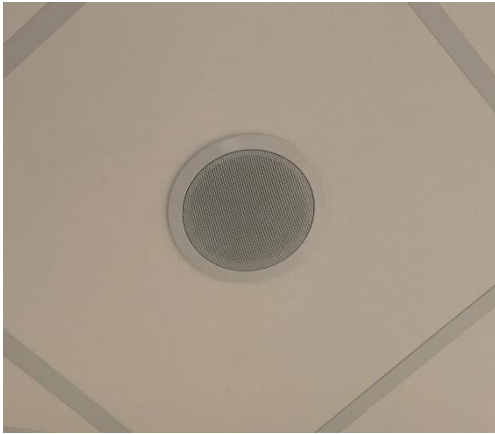
The emergency lighting will be turned on during power failure. The escape routes are indicated with transparent lighting, which will also remain illuminated in case of power failure.



Transparent lighting

Ad 4

The evacuation alarm (slow whoop) and spoken word will be automatically activated by the fire alarm centre and notify people to leave the building as quickly as possible.



Speaker (Slow whoop)

Ad 6

The lifts are connected to the fire alarm centre and will be sent to the ground floor, where they will remain with open doors.



Lifts



Fire brigade lifts (D & E)

Other installations in the building:

- Fire hose reels.
- Central heating system + climate systems + air treatment installation.

Fire notifications from automatic (smoke) detectors are not passed on to the PAC. In case of a fire alarm, there will be only a slow whoop alarm in the underground car park and a slow whoop and spoken word alarm in the offices. The emergency response officers will be alerted via the signal of the slow whoop and spoken word. Depending on the situation, the supervisor of the emergency response service (the property caretaker) will decide what to do.

3.3 Organisation

The Zuidtoren is managed by Savills. Savills has hired the company D&B for the occupation of the reception and for the position of the property caretaker. Mr. Jan Slump and Mr. André van Meeteren are the property caretakers and the supervisors of the emergency response service in the Zuidtoren. There is a maximum of 500 people present in the building during full occupation. The working hours are between 8 AM and 6 PM. Occasionally there are employees working extra hours on several floors. The Zuidtoren is accessible 24 hours a day.

Annex 1 shows an overview of the tenants in the Zuidtoren, on which floor(s) they are located, who are the contact persons and on which telephone number they can be reached.

General emergency response organisation:

The SG hires the property caretaker in the position of supervisor of the emergency response service. They are available on telephone number 023 – 562 1775 or 06 – 11 37 95 55. If the property caretakers are present, they will be the supervisor of the emergency response service. If they are not present, the emergency response service will have to appoint someone who will coordinate the actions. The property caretakers are also the coordinators of the emergency response service and contact persons for Intertraining.

In order to keep the emergency response service vigilant, the following schedule will be used:

- Once a year there is a meeting with all emergency response officers in which all relevant matters concerning the emergency response service will be discussed.
- Once a month on the first working day of the month the walkie-talkies will be tested.
- Once a year there is an evacuation drill (required by law).

As chairman, Intertraining B.V. organises once a year an emergency response meeting in coordination with the property caretaker. During this meeting all matters concerning the emergency response service and the evacuation plan will be discussed. If necessary, action points will be addressed and dated. Intertraining can be reached on telephone number 0252 – 68 48 48.

A minimum of 25 emergency response officers is advised if the Zuidtoren is entirely rented, so there will always be an emergency response officer present on each floor. If there are unoccupied floors. The number of emergency response officers can be lowered in accordance with the number of unoccupied floors. The central reception at the ground floor keeps a record of the presence of the emergency response officers. Annex 2 gives an overview of the emergency response organisation in the Zuidtoren.

The internal number is 023 – 557 78 23.
The emergency number is 023 – 562 17 75.

Recognisability:

The supervisor and the emergency response officers can be recognized by the vests they wear during an emergency.

Training:

To be able to act adequately during an emergency, the emergency response officers have successfully completed a training. The training consists of first-aid, evacuation, life-saving operations and practice of firefighting. Annually, they are trained again in these subjects. There is a minimum of one evacuation drill a year (also to train the rest of the employees).

Communication:

In case of a coordinated action undertaken by the emergency response service organisation, communication is essential. In order to coordinate the assistance, emergency response officers of all tenants communicate through walkie-talkies. On each floor there must be a walkie-talkie and for the supervisor of the emergency response service there must be a walkie-talkie available at the reception. This walkie-talkie must be placed in the charger and must always be turned on. Walkie-talkies can be ordered at Intertraining, so all walkie-talkies have the same settings and are always connected during an emergency. The costs of the walkie-talkies are borne by the tenants.

On the initiative of the supervisor of the emergency response service, a walkie-talkie test is conducted on the first working day of each month. The reception maintains records of these tests in the Intertraining index logbook, which is kept at the reception desk. In case of malfunctions, the supervisor of the emergency response service takes action to resolve the issue. The evacuation alarm serves as the signal for the emergency response officers to switch on their walkie-talkies and report to the reception.

4. Internal and external alarming procedure

In this chapter, the alarming procedure will be described. This procedure is divided into two parts: the internal alarming procedure and the external alarming procedure.

4.1 Internal alarming

The emergency response service officers, employees and visitors will be alarmed through the evacuation signal, by telephone or verbally. The evacuation signal can be activated with the manual call point, this is allowed exclusively in case of fire. For an evacuation in case of another emergency, the reception must be notified by telephone or walkie-talkie. The receptionist will inform an emergency response officer. An evacuation signal can be activated on each separate floor, using the evacuation panel at the reception. The evacuation alarm will be activated in the entire building by an automatic detector or when the manual call point is activated. The emergency response officers turn on their walkie-talkies when hearing the evacuation alarm.

4.2 External alarming

In case of emergency, use the general emergency number 112. The 'Zuidtoren' also has a fire alarm centre (BMC) with manual call points and automatic (smoke) detectors. The fire alarm centre is connected to the emergency power supply. In case of activation of the fire alarm system (by an automatic detector and/or a manual call point), the notification will be directly passed on to the PAC (G4S). In case of a serious problem, always call the emergency services (112).

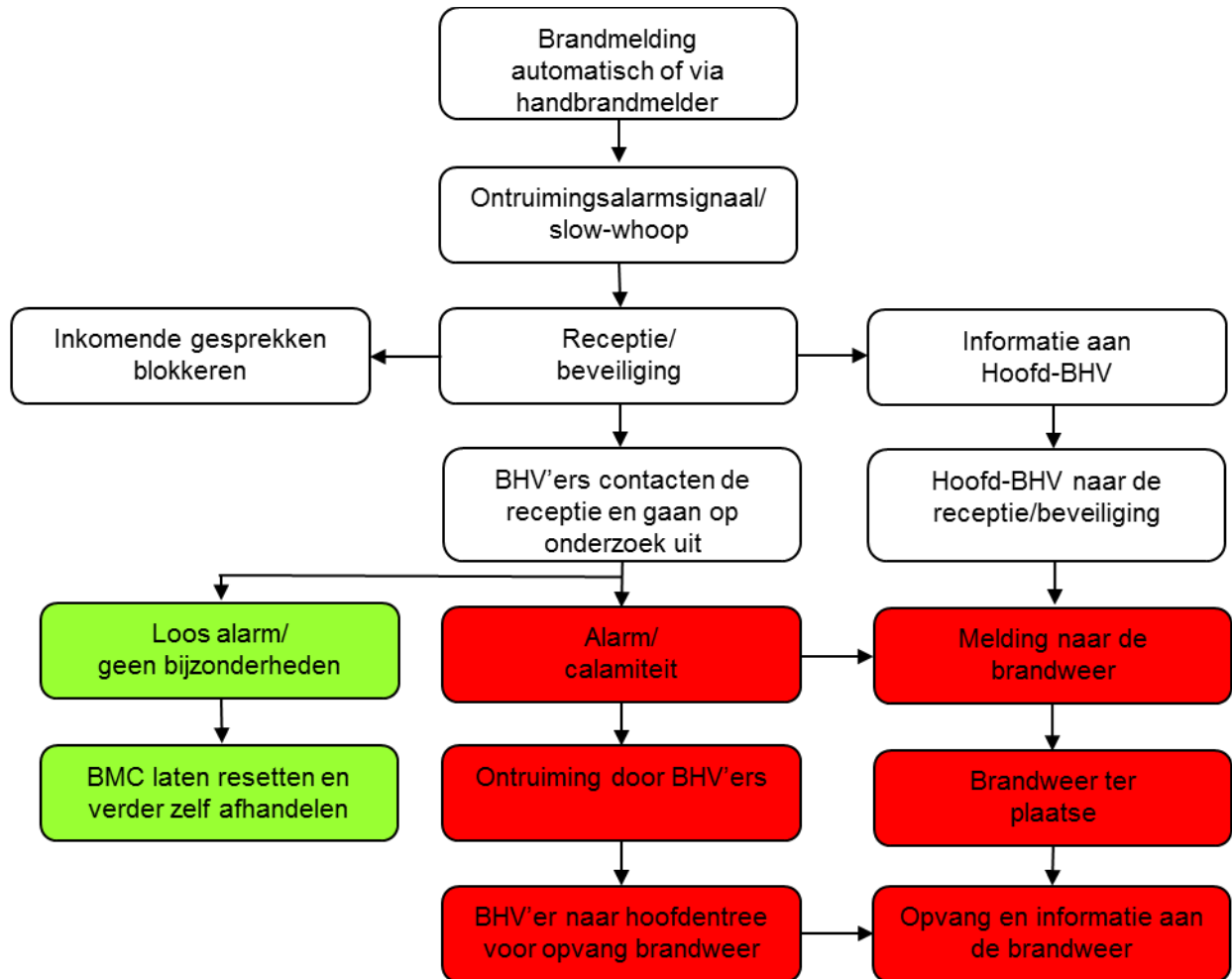
When contacting the emergency services, one needs to provide information about the current situation, such as:

- The name and telephone number of the reporter.
- The type of incident or what happened.
- What kind of help you need, or which emergency service must be notified.
- The address and name of the company.
- The number of possible victim(s).
- The condition of the possible victim(s).
- What you have done or what you are going to do.

When the emergency services such as the police, fire brigade and/or ambulance have arrived, they will take the lead, and the emergency response service will be subordinate to the emergency services.

The 'Zuidtoren' is equipped with an evacuation alarm installation with slow whoop and spoken word as evacuation alarm. This evacuation alarm installation is connected to the automatic detectors and manual call points and can be activated by the reception/security for each floor separately or for the entire building.

5. Flowchart alarmering



Note:

- Fire notifications are not always passed on to the fire brigade. Always call 112!
- Always receive and inform the fire brigade at the main entrance of the building.
- The supervisor of the emergency response service coordinates the evacuation at the reception.
- Investigate the cause of the incident, to prevent a recurrence.

6. Evacuation organisation and method of evacuation

If the evacuation alarm is activated, the entire building will be evacuated by the present emergency response officers. When hearing the evacuation signal, they put on their BHV-vest and start the evacuation of their own floor or the rented area. After the evacuation of the own floor or the rented area, they report to the supervisor of the emergency response service at the main entrance.

Each tenant is responsible for the evacuation of their own floor. After the evacuation of the floor, the emergency response officer (of each tenant) reports to the supervisor of the emergency response service using the evacuation list (annex 7). An evacuation is coordinated at the reception. The coordination team consists of the supervisor of the emergency response service and an employee from the reception or an emergency response officer. The supervisor instructs an officer to inform people at the assembly point. During the evacuation alarm, nobody may enter the building.

All escape routes and (emergency) exits are indicated with transparent lighting, which show the quickest and safest way out of the building.

Evacuation floor plans have been placed at strategic places. These floor plans show all necessary information, such as:

- Escape routes
- The exact location of the floor plan
- The location of fire extinguishers and First-Aid facilities.

The assembly point is at the parking lot of the Scorpius buildings.



Assembly point Scorpius buildings

6.1 Emergency response organisation beyond tenants

The emergency response service might be needed or necessary for the entire building in the following cases:

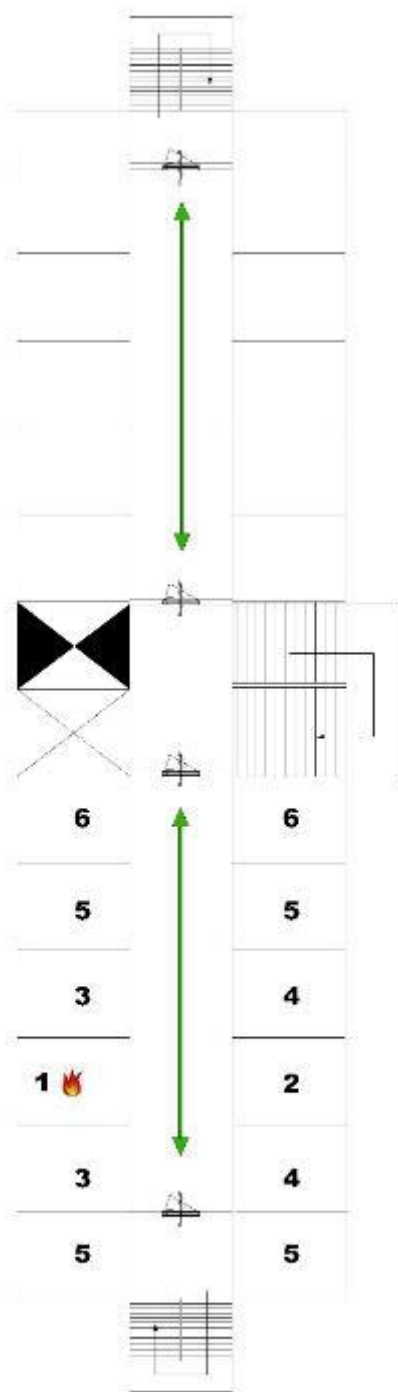
- During an entire evacuation.
- During an emergency in a general area such as the main hall or the underground car park.
- At the request of the emergency response organisation of another tenant, because of the size of the incident or for assistance.

6.2 Evacuation phases

An evacuation consists of three phases. The method of evacuation is as follows:

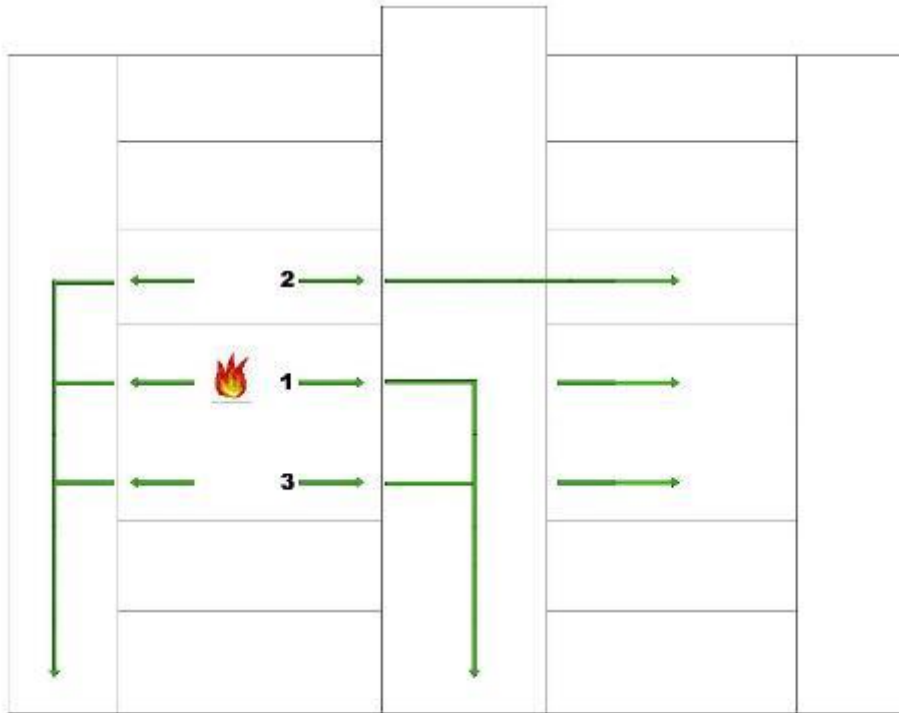
1. The area of the emergency.
2. The floors above and below the area of the emergency.
3. The rest of the building.

See the schematic representation of phase 1, 2 and 3 below and on the next page.



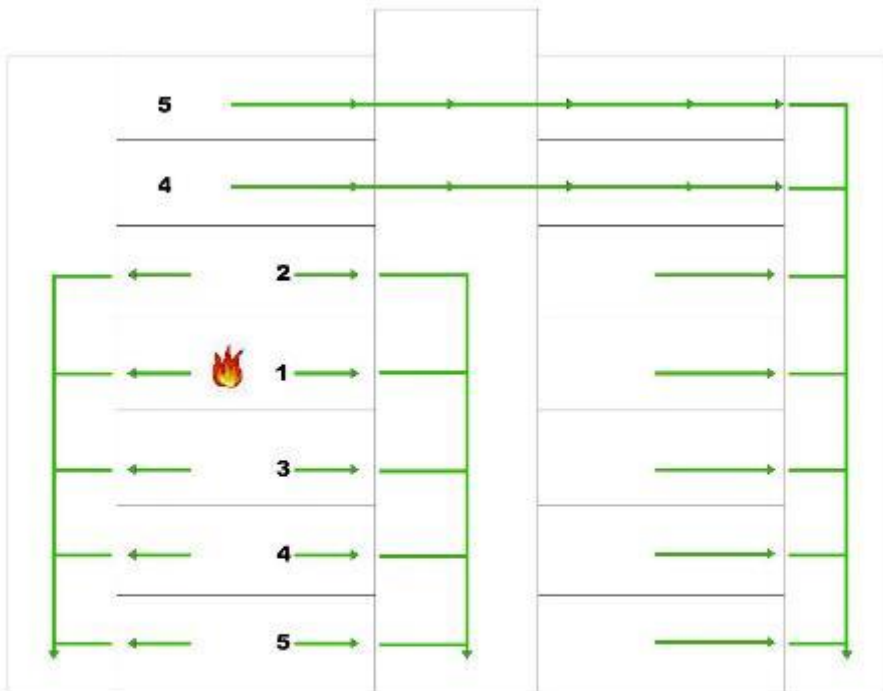
FASE 1

Schematische weergave van horizontale ontruiming



FASE 2

Schematische weergave van verticale ontvlaming



FASE 3

Schematische weergave van gehele verticale ontvlaming

7. Incidents

In this chapter we will describe the tasks which the employees need to undertake in case of an emergency. This applies not only to the emergency response staff, but to all employees of all tenants. The employees are always responsible for their visitors.

7.1 What to do

In this section, an action list will be given for a few scenarios.

7.1.1 What to do when discovering a fire?

- Activate a red manual call point.
- Inform the reception by calling 023-557 78 23 about the location, nature and size of the fire.
- Stay calm and do not panic.
- Bring people who are in danger in safety in accordance with the evacuation instructions of the emergency response officers.
- Stay close to the ground when there is smoke in the area.
- Close windows and doors, leave the building and go to the assembly point*.
- Always take the shortest and safest way out.
- Do not use the lifts.
- Stay at the assembly point and follow the instructions given by the emergency response service.

7.1.2 What to do in case of an evacuation alarm?

- The evacuation alarm will be activated, and people must follow the instructions of the emergency response officers.
- Do not panic and listen to the emergency response officers.
- Bring people who are in danger in safety in accordance with the evacuation instructions of the emergency response officers.
- **Be mindful of the possible presence of people with disabilities and consider their needs.**
- Take care of your visitors by guiding them during the evacuation.
- Do not use the lifts.
- Stay at the assembly point and follow the instructions given by the emergency response service.

7.1.3 What to do in case of an accident?

- Immediately inform the reception by calling 023 – 557 78 23.
- Stay with the victim and calm him or her down.
- Carry the victim over to a member of the emergency response service, the First-Aid service or the emergency services.

7.1.4 What to do in case of a bomb threat inside the building?

- Immediately inform the reception by calling 023 – 557 78 23.
- Immediately inform the emergency response officers.
- Do not inform your colleagues and visitors.
- Follow the instructions given by the emergency response organisation, the fire brigade and/or the police.
- In case of an evacuation: **bring your own suitcases and bags outside.**

7.1.5 What to do in case of a bomb threat outside the building?

- Stay inside.
- Go sit somewhere as far as possible from the threat and not in front of the window.
- Inform your colleagues and visitors.
- Follow the instructions given by the emergency response organisation, the fire brigade and/or the police.
- In case of an evacuation: **bring your own suitcases and bags outside.**

7.1.6 What to do in case of an emergency alert system alarm?

The civil defence siren can be turned on in case of incidents outside the building. The sirens are spread throughout the municipality. When hearing the sirens, the following measurements should be taken:

- Stay or go inside and prevent other people from leaving the building.
- Close doors and windows, turn off the air treatment system.
- To prevent an overload of the network, do not use your telephone or use it as little as possible and limit your use of the internet, which could trouble the work of the emergency services.
- Wait for instructions you will receive through radio, television and/or sound trucks.



General information about calamities can be found on the website www.crisis.nl, in case of an emergency in the surroundings of Hoofddorp, this website will be replaced with a website with up-to-date information about the emergency.

7.1.7 What to do in case of an emergency between 5:30 PM and 7:00 AM?

In case of fire:

- Inform security (G4S) via 020 - 569 3000.
- If you discover the fire, immediately activate a manual call point and call 112.
- Inform other colleagues.
- Close the doors when leaving the offices or the floors.
- Leave the building via the emergency stairwell.
- Do not use the lifts.
- Inform and receive the emergency services outside.
- You can enter the building after the building has been released by the fire brigade.
- Never put yourself in danger.

In case of an emergency:

- Inform security (G4S) via 020 – 569 3000.
- Immediately call 112.
- Stay with the victim and calm him/her down.
- Carry the victim over to the emergency service.

The reception will inform other tenants as quickly as possible using the address system. The reception has been trained and is authorized to take all (emergency) measures needed.

RTV + provincie invoeren.

7.2 Reporting point alarm notifications

The notification of an emergency will be done by an emergency response officer who will take on his or her responsibilities.

7.3 Tasks of the emergency response service

In this section, the tasks of the emergency response service are described.

7.3.1 Tasks of the supervisor of the emergency response service:

Agreements have been made between the owner Savills, the tenants, D&B Group and Intertraining about the tasks of the supervisor of the emergency response service of the Zuidtoren. The SG provides the supervisor, the tenants provide the emergency response officers and Intertraining provides support by organising an annual emergency response meeting as chair. During this meeting the following matters are discussed and if necessary, actions are initiated.

The annual evacuation training and prevention check are included in a multi-annual contract between Savills and Intertraining. Intertraining informs Savills about the emergency response meeting by sending their contact at Savills a copy of the meeting minutes.

All tenants are responsible for the safety instructions and the training of the emergency response officers in case of fire, assistance or evacuation. This means all tenants are responsible for:

- Organise emergency response trainings and recurrent trainings.
- Mutations of the emergency response officers and if necessary, appoint and educate new officers.
- Organise at least one evacuation training each year.
- Provide input for the evacuation plan.

All tenants are responsible for the fire safety of the building and for the evacuation of their floor. After the check according to annex 7 the information will be passed on to the supervisor of the emergency response service. If people are missing, he or she immediately informs the emergency services.

The supervisor of the emergency response service or his/her substitute has specific tasks, responsibilities and authorities in case of an emergency. During an alarm the emergency response service is superior to the standing hierarchical organization.

In case of fire:

- During a fire notification, familiarize yourself with the situation, take charge during the assistance, take notes verbally or by telephone and, if necessary, inform the emergency services.
- Decide whether an entire or partial evacuation is necessary and, if required, coordinate the evacuation.
- Immediately activate a manual call point.
- Make sure someone receives and informs the emergency services.
- After the 'all clear' sign from the fire brigade, organize the return of the employees.
- If an evacuation is not required, handle the notification by yourself.
- Inform all employees about the situation.
- Require a reset of the fire alarm centre after permission of the fire brigade.

In case of an accident:

- During a notification of an accident, take notice of the situation, take charge during the assistance, take notes verbally or by telephone and if necessary inform the emergency services.
- Make sure someone receives and informs the emergency services.
- Suspense a possible unsafe situation and in case of an industrial accident inform the management because of a possible notification to the Inspection SZW.
- Immediately inform an emergency response officer.
- Carry the victim over to an emergency response officer or the emergency services.

In case of a bomb threat in the Zuidtoren:

- Ensure that the emergency services are informed.
- Have someone fill out the notification report bomb threat.
- Carry over the charge to the emergency services.

In case of a bomb threat outside the building:

- Make sure employees stay inside.
- Make sure employees stay as far as possible from the threat and they do not sit in front of the window.
- Wait for instructions given by the emergency services.

Check list for the supervisor of the emergency response service:

- Have fire brigade and emergency services been informed?
- Did the emergency response officers start their work?
- Have all present persons been informed and instructed?
- Is the fire brigade being received and accompanied?
- Do the emergency services get keys, information and floor plans?
- How does the evacuation go, do I get feedback and has every area been evacuated?
- Do people prevent other people from entering the Zuidtoren?

7.3.2 Tasks of the emergency response officers

The emergency response officers are responsible for the (fire) safety in the Zuidtoren and for the (fire) safety of their rented parts.

This means that they are responsible for:

- Keep escape routes and exits free.
- Extinguish and first-aid facilities should be kept visible and accessible.
- Extinguish and first-aid facilities should be kept in good condition.
- Indicate incentive situations and take measures.

They also have specific tasks, such as:

In case of fire:

- Emergency response officers are alarmed by the evacuation alarm, spoken word, by telephone or the address system of the reception.
- The emergency response officer immediately removes employees and other visitors from the danger zone, calls the emergency services and starts fighting the fire.
- This emergency response officer will be in charge and coordinates the actions unless the supervisor of the emergency services decides otherwise.
- The other emergency response officers are informed by the supervisor and get instructions via the walkie-talkie.
- If necessary, the emergency officers help the other officers (of other tenants).
- The emergency response officers check if everyone has left the building and report this to the supervisor of the emergency response service.
- Do not forget the toilets, archives, closets etc. during the check.
- If someone is missing, immediately inform the emergency response supervisor. He or she will inform the emergency services as quickly as possible.
- Make sure the employees, clients and visitors stay at the assembly point.
- Stay calm, do not panic and give clear instructions.
- An inventory must be made at the assembly point.

The assembly point is located at the parking lot of the Scorpius buildings.

In case of an accident:

- The emergency response officers are informed by the supervisor, reception or a colleague.
- The supervisor of the emergency response officer must be informed immediately.
- They will immediately go to the victim and inform the emergency services.
- If necessary, they provide lifesaving actions.
- They stay with the victim.
- They calm the victim down and carry him/her over to the emergency services.

In case of a bomb threat in the Zuidtoren:

- The supervisor of the emergency response service must be informed immediately.
- The emergency response officers are informed by the supervisor, and they will switch on their walkie-talkies.
- The emergency response officers (if necessary) guide the other employees to the assembly point.
- The results of the evacuation will be given to the supervisor of the emergency response service.
- Make sure people take their bags and suitcases outside.
- A global inventory based on the evacuation list must be made at the assembly point.

In case of a bomb threat outside the building:

- The supervisor of the emergency response service will be informed.
- The emergency response officers are alerted by the supervisor, and they switch on their walkie-talkies.
- The emergency response officers inform the employees present in the building.
- Make sure employees stay as far as possible from the threat and they do not sit in front of the window.

7.4. Reception / security

The reception desk serves as the central coordination point in the event of an emergency. The supervisor of the emergency response service determines if and who will reinforce the coordination team. In such a situation, the reception remains occupied and at the disposal of the supervisor of the emergency response service. He/she decides when the reception can be vacated.

In case of fire:

- They inform the supervisor of the emergency response service about the location and the floor of the emergency.
- They call 112.
- Immediately after having called 112, they alert the other emergency response officers and tell them to contact the reception using their walkie-talkies.

In case of an accident:

- They will be alerted about the accident via telephone (023 – 557 78 23).
- They alert the emergency response officers of the concerned floor.
- By order of the emergency response officer, they call 112.

In case of a bomb threat in the Zuidtoren:

- They remain calm and calmly communicate with the caller.
- During the conversating, use the notification report bomb threat.
- Immediately afterwards inform the managements, building manager and the supervisor of the emergency response service.
- Follow the instructions from the supervisor and call the emergency service(s).
- In case of an evacuation because of a bomb threat, the entire building will always be evacuated.
- Prevent panic.

NOTE: During a coordinated action by the emergency response service, communication is conducted via walkie-talkies.

7.5. Management

The managements of the tenants observe the regulations and prescriptions concerning the safety, prescribed by the fire-brigade and the health and safety law (Arbo). The managements are (final) responsible for the training of the employees in case of fire, assistance, evacuation, regular inspection of the extinguishing facilities etc. The management of Savills is final responsible for a regular inspection of the extinguishers in the common areas, the installations and the accessibility of the Zuidtoren. To guarantee a proper functioning of this evacuation plan, the managements of the tenants in the Zuidtoren are responsible for the organisation of the emergency response positions. During the meeting with all tenants dated 27 November 2007, Intertraining explained the functioning of this evacuation plan. The managements of the tenants have agreed with the drawing of this plan and the costs related to keeping this plan up to date and they have given their approval to the lessor at the time.

During an emergency:

- The supervisor of the emergency response service will always and immediately be alerted.
- The management will give assistance to the emergency response service to deal with the incident as soon as possible and with as little damage as possible for people and for materials.
- The management bears the final responsibility.
- The supervisor of the emergency response service, a team leader or one of the emergency services will decide whether an evacuation will take place or not.
- The supervisor of the emergency response service will pass the information on to the management.
- Unless the evacuation has been instructed by the emergency services, the management will bear the final responsibility for an entire evacuation and for the acting of their own organisation.
- The management will inform family in case of possible victims and will also inform the media information channels, after having consulted the police and the fire brigade.

In case of fire or a serious accident:

- The concerned management(s) will always and immediately be alerted by the supervisor of the emergency response service.
- The managements give assistance to the emergency response officers in order to handle the situation as quickly as possible and with as little damage as possible for employees, visitors and the building.
- The supervisor of the emergency response services takes a decision on the evacuation and informs the managements and the building manager about this decision.

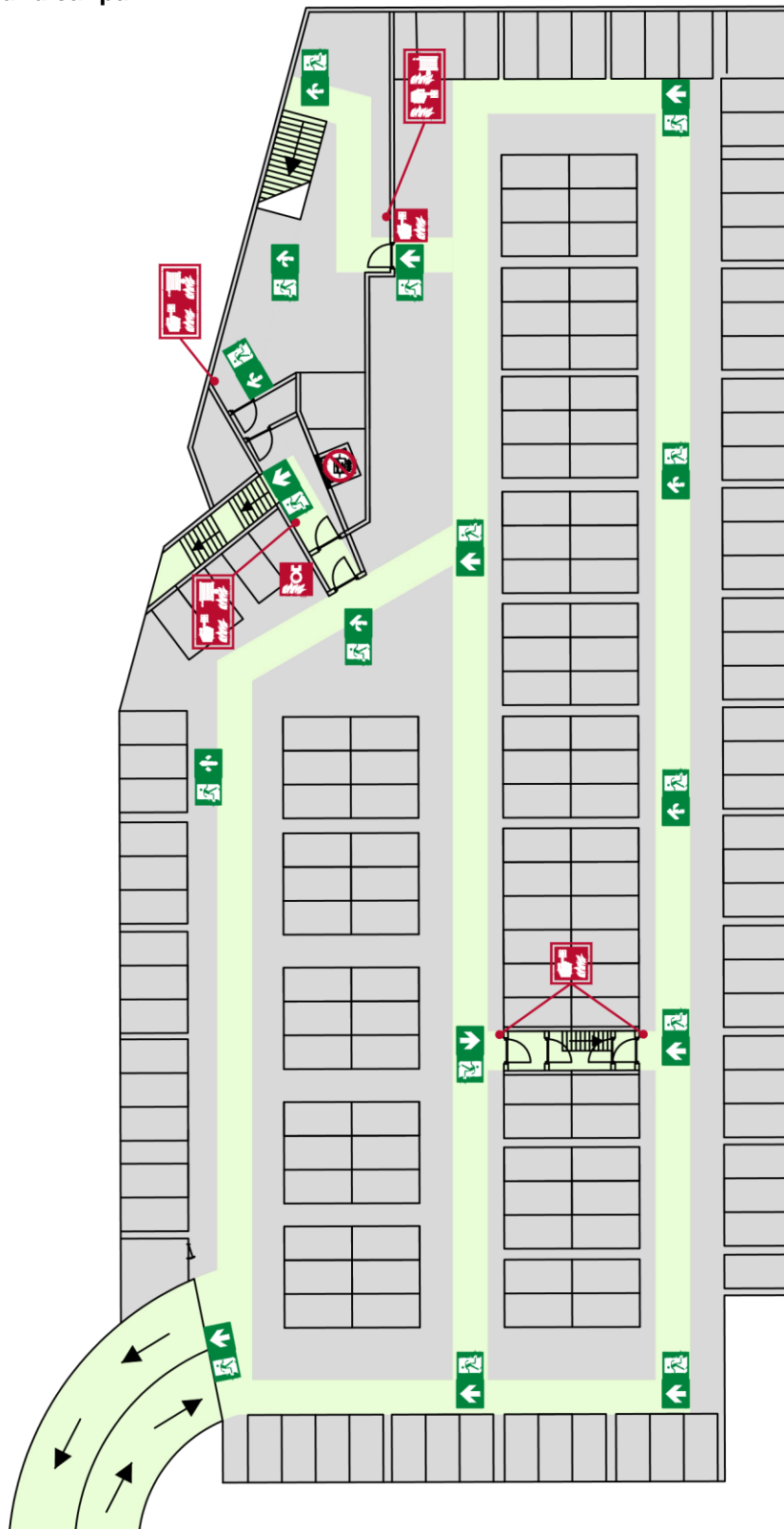
In case of a bomb threat in the Zuidtoren:

- Managements, owner Savills and the supervisor of the emergency response service will be alerted by the reception and/or emergency response officers.
- After consulting the management and the supervisor, call 112 and ask for one or several professional aid workers.
- A bomb threat is always taken seriously and if the management, the supervisor of the emergency response service or the professional aid workers decide to evacuate, the entire building must be evacuated.
- The assembly point must be located sufficiently far from the building.

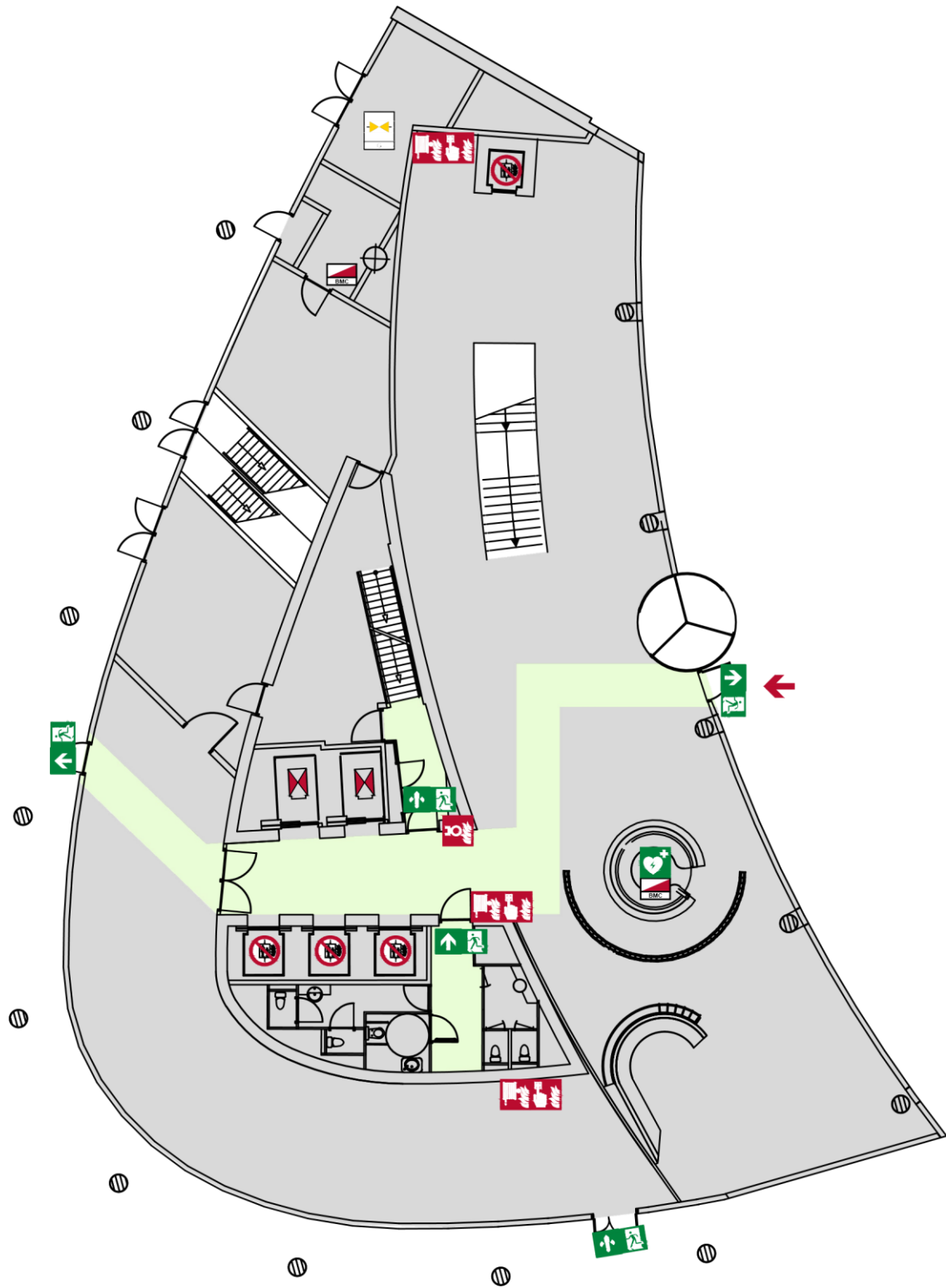
The assembly point is located at the parking lot of the Scorpius buildings beneath the railway.

8. Evacuation floor plans

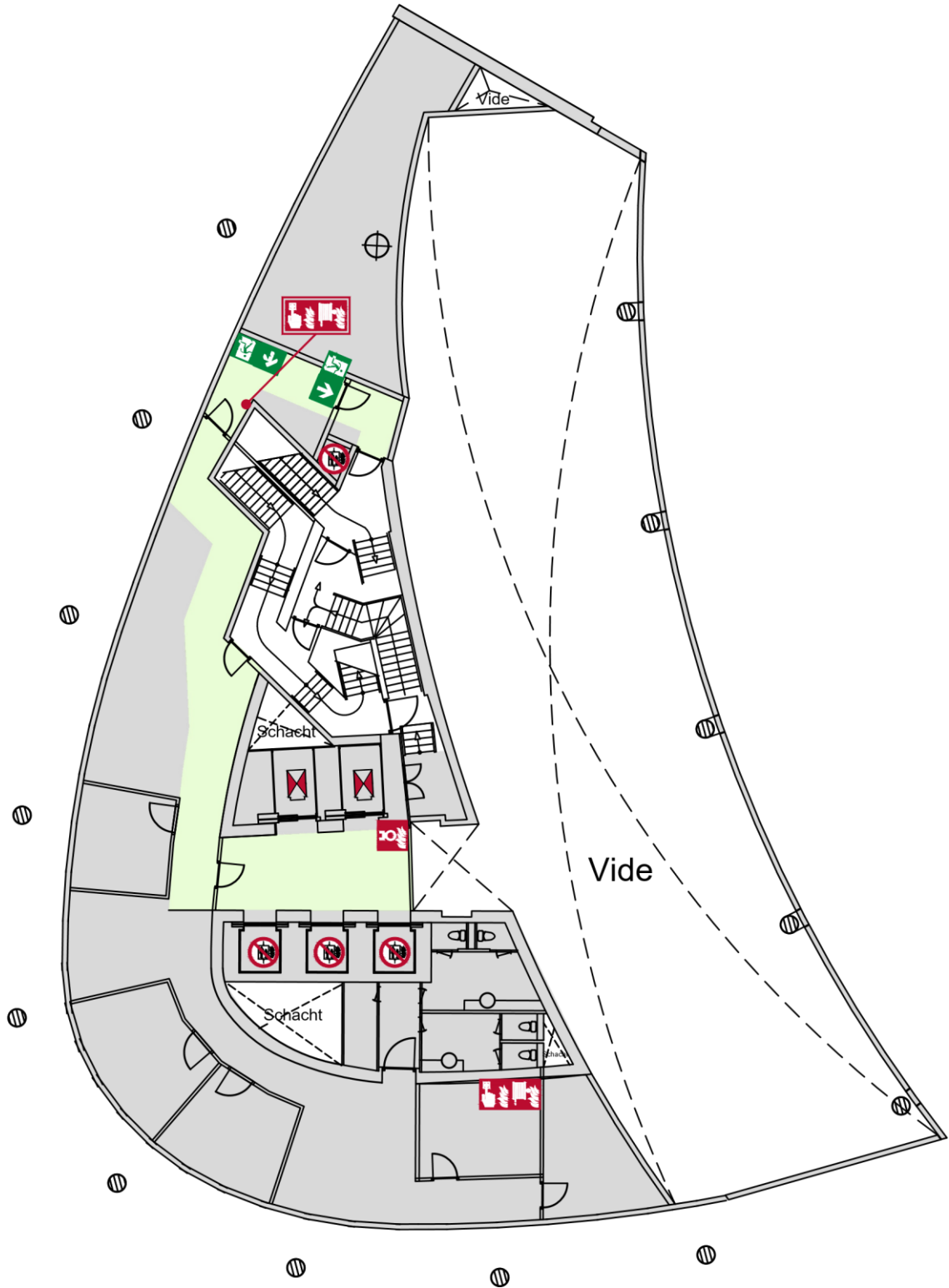
8.1 Underground car park



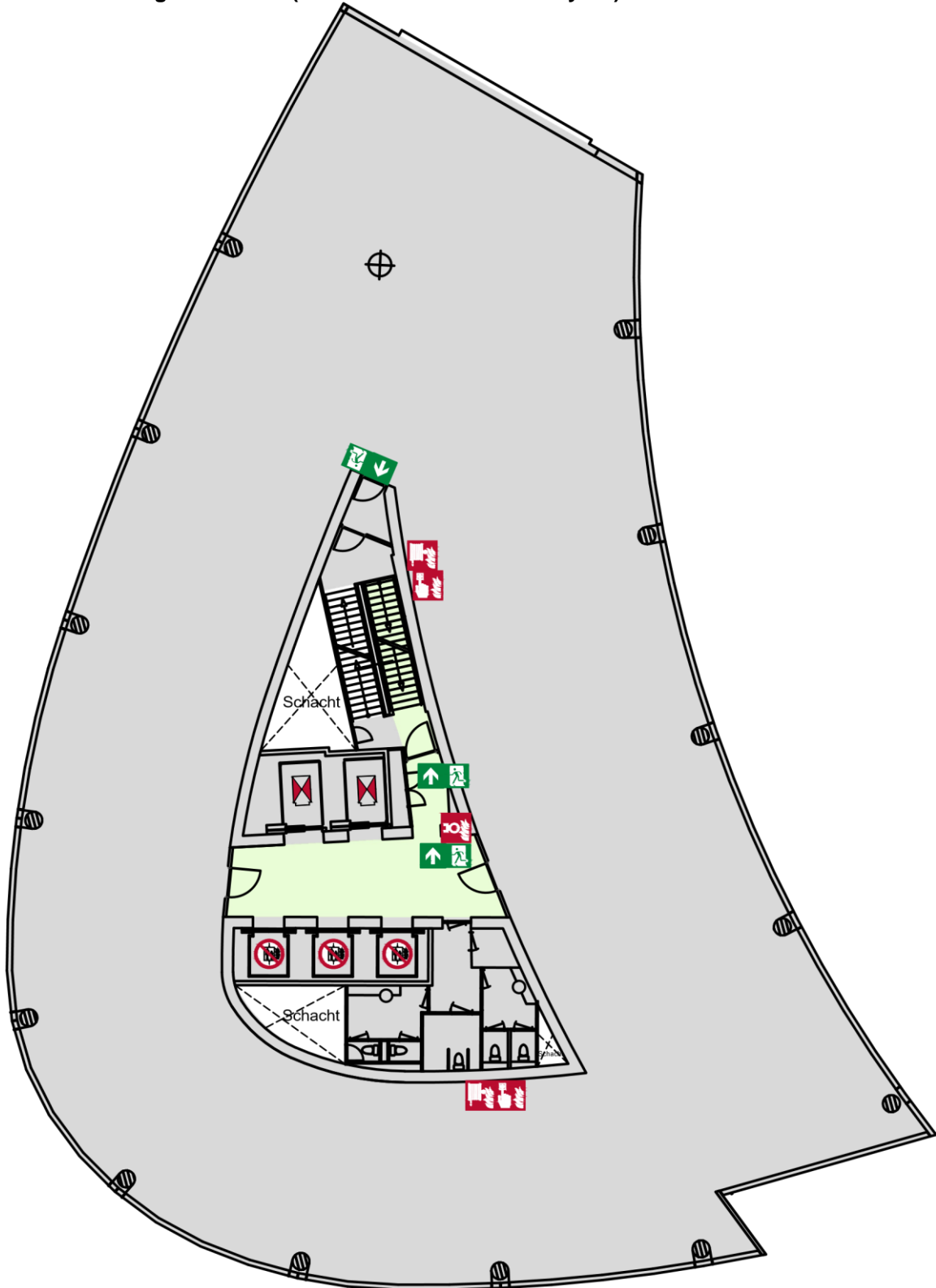
8.2 Ground floor



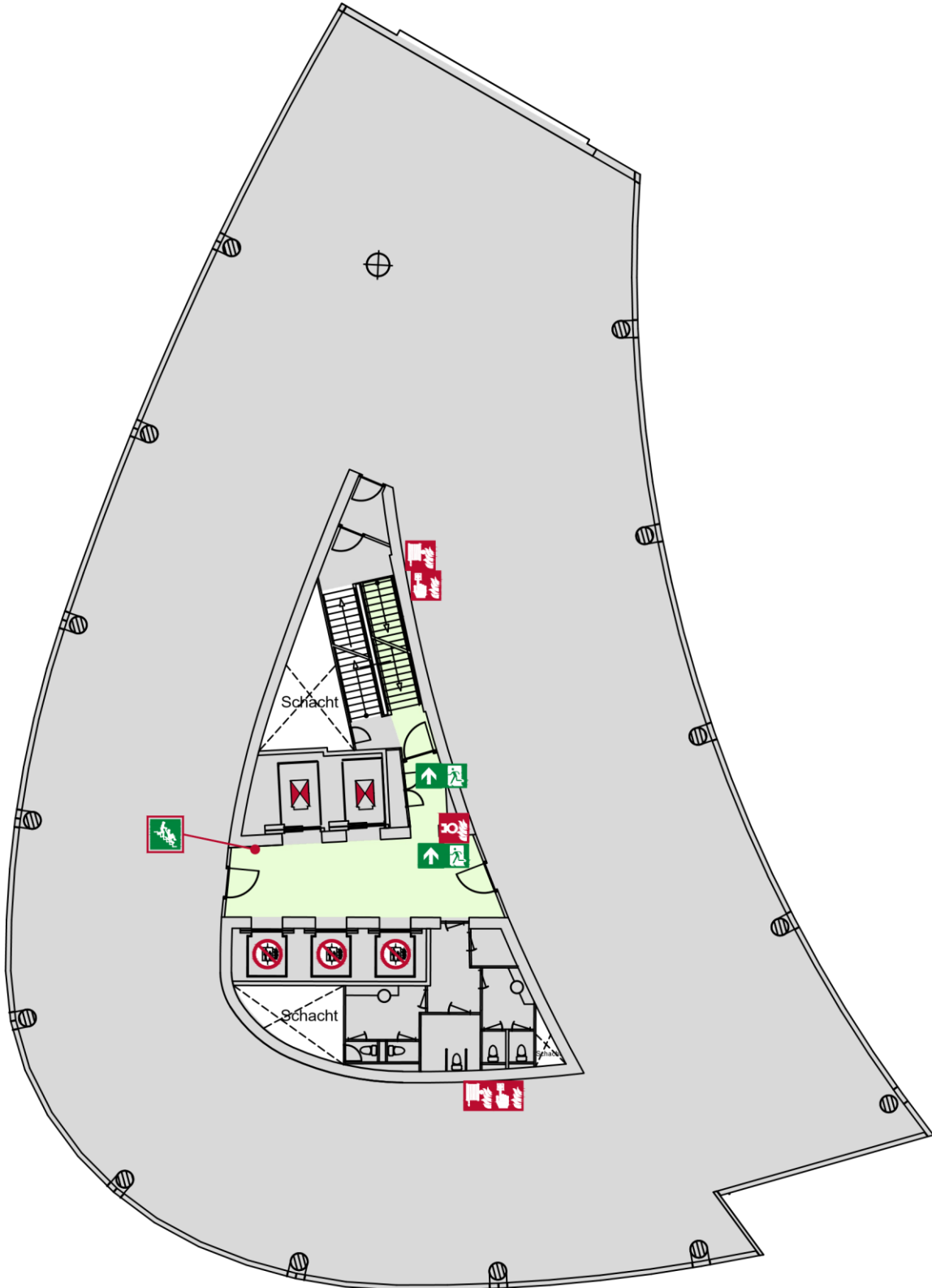
8.3 Mezzanine



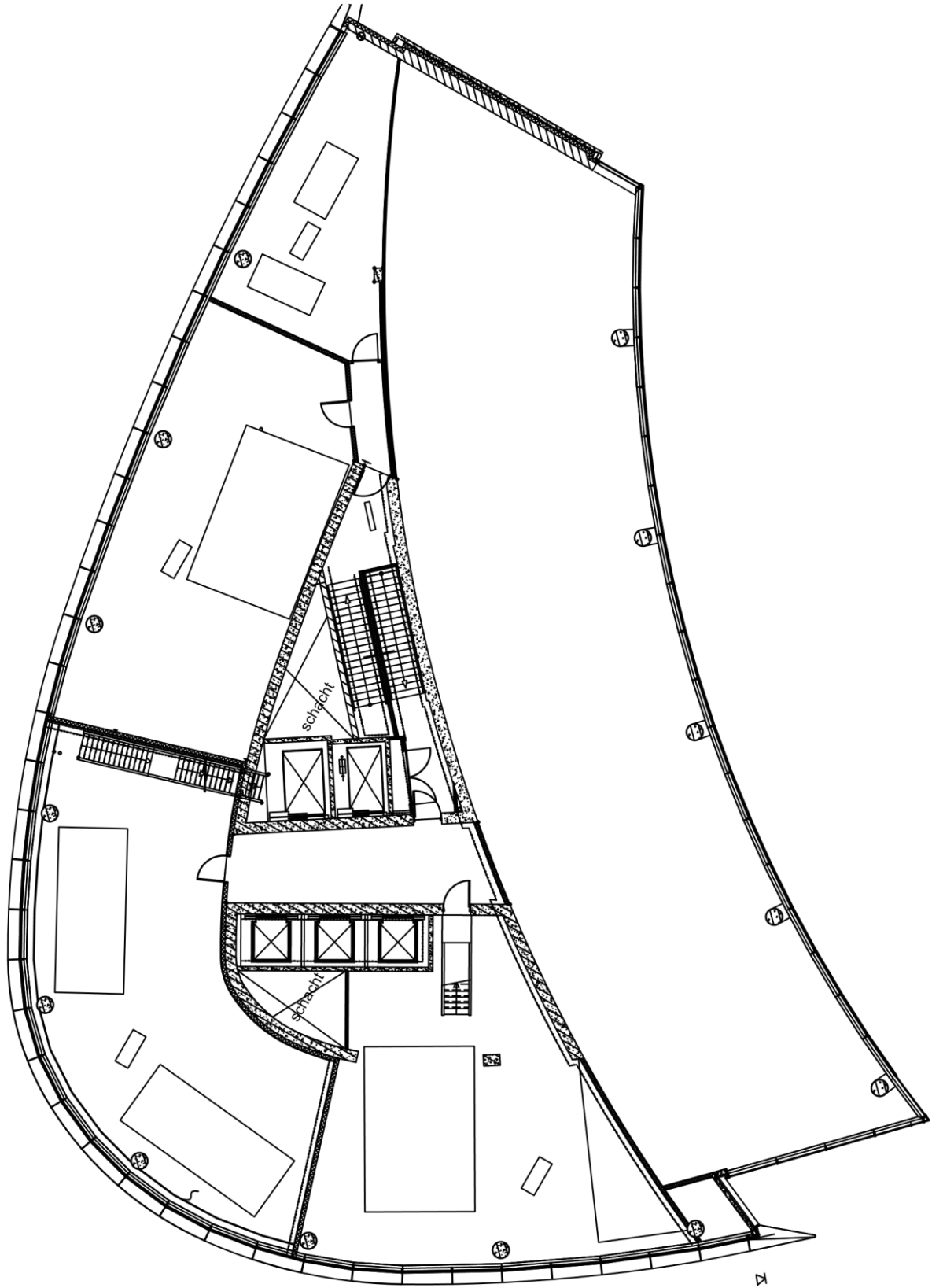
8.4 1st floor through 18th floor (all floors have the same layout)



8.5 19th floor



8.6 20th floor



Annex 1: Explanation of symbols

LEGENDA	
	VLUCHTRROUTE
	(NOOD)UITGANG
	EERSTE HULP
	DEFIBRILLATOR (AED)
	VERZAMELPLAATS
	BRANDBLUSSER
	BRANDSLINGHASPEL
	HANDBRANDMELDER
	HOOFDAFSLUITER GAS
	BRANDWEERINGANG
	AANSLUITPUNT BLUSLEIDING
	AANVULLING BLUSLEIDING
	BRANDMELDCENTRALE
	BRANDMELDPANEEL
	BRANDWEERLIFT
	BIJ BRAND, LIFT NIET GEBRUIKEN

Annex 2: List of tenants / floors with AED

<i>Floor</i>	<i>Tenant</i>	<i>Telephone number</i>
GF	Vermaat/ Reception (AED)	023-5653760 / 06-13669823
M	Tente	-----
1	Beyond	----
2	Vacant	-----
3	Vacant	-----
4	Vacant	-----
5	Suse (AED)	023-8080050
6	Resillion (AED)	06-51268963/06-10987500
6	Invue	06-82541972
7	OpenText (AED)	023-7504400
8	Timex	023-5563660
8		
9	Stellantis	
10	Stellantis	
10	Movingdot	
11	Vacant	
12	Hanwha	
13	Vacant	
14	Heijmans	
15	Bioventus (AED, for general use)	023-5548888
16	Ipsen	023-023-5541600
16	Lite-On	
17	Schoeller Allibert	088-0047300
18	H@nd	023-5555111 / 023-5555165
19	UF&BG (AED)	----
	Property caretaker (H BVH'er)	06-11379555
	Reception during emergencies	023-5577823

Annex 3: Prevention tips

- Smoking is not permitted in the building.
- When leaving the offices, always close the doors and windows.
- Make sure that the fire extinguisher(s) and the first-aid kits are within easy reach.
- Keep doors, (emergency) exits and escape routes free.
- Defects to extinguishers and/or emergency exits should immediately be reported to an emergency response officer or to the property caretaker.
- Preventing is better than extinguishing.

Annex 4: Available tools

Fire hose reels:	In the basement, ground floor and floors.
Extinguishers:	In the basement, ground floor and on every floor.
First-Aid kits:	At the reception and on multiple floors.
AED:	In the main hall, on the 5 th floor (Suse), 7 th floor (Opentext), 14 th floor (Heijmans), 15 th floor (Bioventus), 19 th floor (UF&BG)
Floor plans:	On every floor.
Walkie-talkies:	At the tenants.
Fire pump:	In the underground car park.
Emergency aggregate:	In the underground car park.
Fire brigade lift:	Two, the lifts on the right side of the main entrance.
Evac-chair:	On the 5 th , 10 th , 15 th and 19 th floors.

AED:

The AED can be used by anyone, but it is recommended to involve an emergency response officer in case of an emergency in which the AED must be used. A very important part of the use of the AED is the placement of the pads. This influences the successfulness of the operation.

The emergency response officers are trained in using an AED and thus possess the right knowledge to use the device safely and successfully. The location of the AED has been indicated on the safety maps.



AED

Annex 7: Notification report bomb threat

The notification appears: stay calm and write down the time: **Time:**

Does the number recognition at the centre work? Write down the telephone number!!!!

TELEPHONE NUMBER.....

- Conversation comes from outside Conversation comes from inside the building

Ask these 5 questions and write down the answers. Try to stay calm.

When will the bomb explode?

Where is the bomb hidden?

What does the bomb look like?

Why do you do this?

Which organisation/group do you represent?

Who are you?

The caller sounded like a:

- Man Woman Child Age
 Dutch person Foreigner

Language of the caller:

- Dutch without an accent Other language, that is:

- Broken Dutch Dutch with an accent or dialect:

Speaking tempo of the caller: Fast Normal Slow

Voice of the caller

- high neutral low whispering
 loud normal soft hoarse
 calm aggressive excited disguised voice
 Other, that is:

Content of the notification (*as clear as possible*)

.....
.....
.....

Other particularities of the notification:

.....
.....

Your name:

Date:

Caution!! Stay close to the telephone until a possible evacuation will be organised. Another notification could come.

Annex 8: Evacuation list Zuidtoren

Date:

Supervisor BHV:

Cause of the evacuation:

Floor	Details	Evacuated?	
		Yes	No
Underground car park			
Ground floor			
Mezzanine			
1 st floor			
2 nd floor			
3 rd floor			
4 th floor			
5 th floor			
6 th floor			
7 th floor			
8 th floor			
9 th floor			
10 th floor			
11 th floor			
12 th floor			
13 th floor			
14 th floor			
15 th floor			
16 th floor			
17 th floor			
18 th floor			
19 th floor			
20 th floor Roof structure/ Technical area			

Annex 9: Notification report accident

Date: Your name :
Hour of notification: Telephone number:

Your location:

Name of reporter	:
Device number	:
Place of the accident	:
Cause of the accident	:
Number of victims	:

Ambulance called	:
Emergency response officer or First Aid present	:

Type of injury	:
Type of treatment	:
Treated by	:

Details:

Annex 10: Form flammable chores

The list below must be filled out if one of the following activities occurs at Zuidtoren.

- Welding
- Cutting
- Burning away of paint
- Roofing

Valid only in the following space:

Mandator :

Date of commencement :

Building : Office building

Location/Floor :

Department :

Type of activity :
.....

Extinguishing methods present : Foam / Co2 / water (roll)

The location where the concerning activities will take place, has been controlled. The necessary safety measures, to prevent fire, have been taken. Permission for the execution of these activities has been given.

Permission expires on :

Time :

Signed : Manager / Security employee

: Contractor activities with fire risks

Working hours : Commencement Ending

Final inspection:

The location where the concerning activities have taken place, as well as the surrounding areas and floors, will have been inspected on the possibility of the start of a fire half an hour after the activities and this location will have been approved safe.

Signed :

Annex 11: Executive statement

Executive statement

Savills Property Management, on behalf of owner Bryant Park Netherlands Acquisition, considers it important to take measures to guarantee safety for the employees and visitors in case of fire, an accident or another emergency.

Therefore, on behalf of the management of Savills and the managements of the companies located in the Zuidtoren, Mr. F. Weber has demanded Intertraining to draft, to implement and to keep up to date this evacuation plan. The managements of the tenants, the Safety Quard and D&B Group have committed to this plan by implementing it into their organisation and by keeping it up to date.

The above mentioned agrees with the health and safety law (Arbo), article 15 and the requirements of the Safety Region Kennemerland.

The complete plan has been given to Mr. F. Weber from Savills. The managements of the tenants declare to have taken notice of this evacuation plan and to have given their permission to it by signing the distribution list of the evacuation plan.

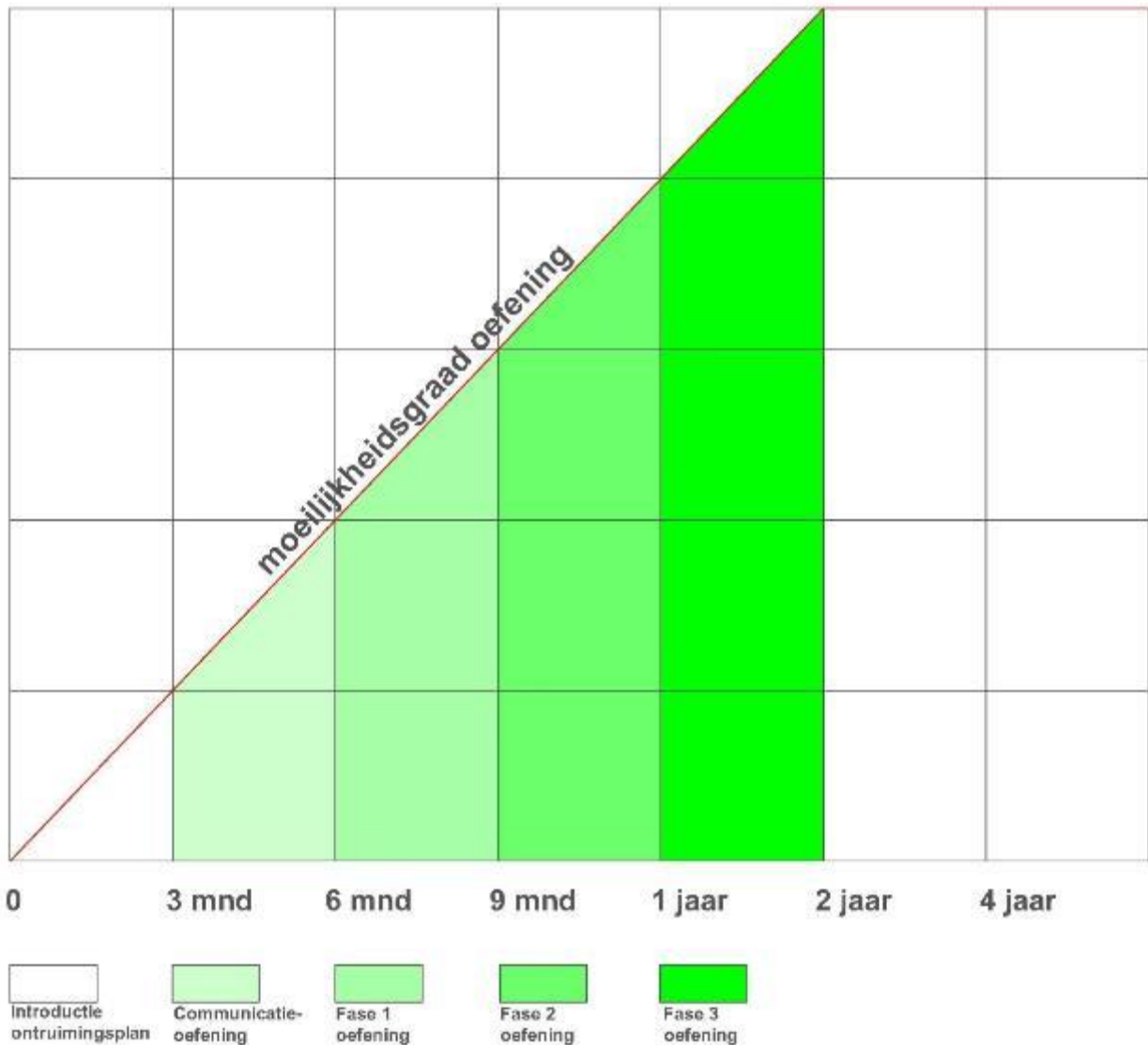
Hoofddorp, July 2018

On behalf of Savills Property Management

On behalf of the tenants

Annex 12: The composition of a training programme

To effectively introduce an evacuation plan in an organisation, it is recommended to compose it step by step. You can increase the difficulty of an exercise at every step. In the image below one can see how such a training cycle is built up.



Difficulty per training

A training cycle consists of 5 time units.

1. Introduction of the evacuation plan in the entire organisation;
2. Communication exercise;
3. Exercise Stage 1;
4. Exercise Stage 2;
5. Exercise Stage 3.

Further in this chapter, you will see how you can organise the time units and what the contents of the various exercises are. The advantage of this format in time units is that you have insight whether the plan works fine or not and that the plan still can be adjusted. Also, all users of the building (in the various stages with increasing difficulty) get acquainted with the way the evacuation should be carried out within the organisation.

When the highest difficulty in the training cycle has been achieved (stage 3), a company can decide how often an entire evacuation drill should take place, but at least once a year. This should always be in consultation with the fire brigade.

Introduction evacuation plan

When the organisation has been informed about the evacuation plan, when the tasks are known and when the evacuation plans have been placed, the training programme can be started. Before deciding to run an evacuation exercise, all employees should be aware of the tasks and instructions as described in this evacuation plan. It is recommended to have a communication exercise before actually exercising an evacuation. We recommend to introduce the training in several stages. During every stage, the difficulty can be increased. There is one communication training and three stages:

- Communication exercise;
- Exercise Stage 1: The employees are informed about the day and time
- Exercise Stage 2: The employees are informed about the day
- Exercise Stage 3: The employees are not informed

Communication exercise

In this exercise one can verify if the participants are aware of their assigned tasks / instructions. Practically, for the people who have an important role in the plan, you can let them evacuate the building on 'paper'. On the drawing of the building you can define what incident has taken place and let people write down what action they would take.

Examples:

The emergency response officer gives the message to the fire brigade, how and by whom the evacuation procedure is started, how far is decided to evacuate the building. The advantage is that you can work with a limited group of participants, so that may be verified quickly that the tasks / instructions are clear and whether the internal communication is adapted on each other. Should the communication be rough and not effective and the tasks / instructions not well known to the participants, a revised instruction of individuals should take place. Only when all users of the building are aware of the duties and instructions as described in the evacuation plan a complete evacuation training can take place. In this preparatory stage you can also test the evacuation signal, at pre-announced times.

Stage 1: The employees are informed about day and time

After the communication exercise, the personnel will be confronted with an actual evacuation for the first time. This stage is the easiest, as place and time are mentioned. In practice it appeared that the employees would prepare themselves in this situation.

For such an exercise, you can announce the forthcoming evacuation exercise to the employees, on the notice board. At this stage you can start to evacuate one part of the building, such as one floor, with instructed personnel as participants. Well controllable is how, for example, a rescue team will coordinate the work and build it up, how functional the evacuation signal is, how the control is built up at the assembly point and how the notification to the fire brigade's emergency centre is transmitted.

Stage 2: The employees are informed about the day

At this stage the time of the exercise is not indicated. Again, the practice confirms that the employees will prepare themselves properly on this evacuation exercise. As in stage 1, also this imminent evacuation exercise should be announced to the employees, on the notice boards. Also in this stage you can reduce the evacuation to a part of the building. In this exercise, all users of the specific practicing area of the building can be included. Now you should be able to monitor how an evacuation team works and how the control is exercised at the assembly point.

Stage 3: The employees are not informed

Under this last step in the evacuation cycle, the users of the building will not be informed. Only the management and the fire brigade are informed about the exercise. It is advisable to appoint an observer to guide and evaluate the drill. If the assessment leads to changes, the plan or the organisation should be adapted. At this stage there is a complete evacuation of the building. It is now possible to test the plan on effectiveness and functionality.

Important aspects include:

- The speed at which all users leave the building.
- The control at the assembly point outside the building.

Main points of concern when organising a training:

Communication exercise

It is important to check if the employees are well-informed by taking samples.

This should be done after the instruction of the employees, and they should have had time to observe the information on the evacuation plans. The samples will show whether the employees know how to leave the building. The employees with a specific task in the evacuation plan, can be trained 'on paper'. This means that they should respond to all kind of questions, verbally and in writing, about their tasks in the evacuation plan.

Points of concern training stage 1

During a training in stage 1, the employees will be working on the concerned floor/department and the employees with a general task in the evacuation plan will be involved. A partial evacuation can be organised for this training, for example a horizontal evacuation until the first firewall. The incident could be a small fire in a recycle bin in one of the offices. One can act as observer, because this training is small-scale. It is important to have an evaluation at the end of the training. During this evaluation, the employees can share their experiences of the training.

Points of concern training stage 2

During a training in stage 2, the evacuation will be extended to an entire floor of the building. The participants are employees of the concerned floors and the people having a general task in the evacuation plan. The incident could be an entire room or office on fire.

As an obstacle, one can make the access to the staircase impossible by starting the fire in a room or office close to the staircase. At least two people should be available who can act as victim. Make sure you tell these people exactly what to do, what to tell and where they are. In this stage it is recommended to work with two observers who are aware of the evacuation plan. Always work as realistic as possible during a training. It is important to have an evaluation at the end of the training.

Points of concern training stage 3

During this last stage of the evacuation cycle, the users of the building will not be informed about the training. Only the management and the fire brigade know about the training. It is recommended to have one or more observers who lead and evaluate the training. The evacuation plan or the organisation of the evacuation may be modified based on the evaluation of the training. During this stage, the entire building will be evacuated. This allows us to test the plan on effectiveness and functionality.

Important aspects are:

- Internal and external alarming.
- The speed at which all users leave the building.
- The efficiency of the communication.
- The check at the assembly point outside the building.

Trainings and mutations must be written in the logbook of the evacuation plan.

Annex 13: Responsibilities of the building manager

The building manager of the Zuidtoren is responsible for:

- Installations:
 - Maintenance of the E-installation.
 - Maintenance of the W-installation.
 - Maintenance and inspection of the fire alarm system.
 - Maintenance and inspection of the lifts.
 - Inspection of the access of the exterior façade.
- Accessibility of the building.
- Keeping the logbook up to date, with:
 - Occupancy notification.
 - Drawings of the building.
 - Evacuation plan.
 - Maintenance contract fire alarm installation.
 - Maintenance contract lighting and extinguishers.
 - Inspection reports extinguishers and lighting.
- Maintenance of the fire hose reels.
- Maintenance of the lighting (escape route signs and emergency lighting).
- Keeping the evacuation plan up to date.

The building manager is not responsible for extinguishers and First-Aid kits which have been purchased by the tenants.