

# Safety Instructions "Alouette" Building



Index	Date	Type of modification
V1	30 August 2021	(/)
V2	31 August 2021	(/)

**Security guard: G4S**

**No. (+352) 24 66 11.**

Introduction:

The purpose of this manual is to bring together, in a single document, the safety instructions intended for the operators (or occupants) of the *Damier building located at 21 rue Edmond Reuter in L-5326 Luxembourg*

The italicized parts of this document are extracts from the Grand-Ducal regulations.

Legislative reminder:

For information purposes: the legal texts concerning evacuation of the building are the Labour Code and the Requirements of the Labour and Mines Inspectorate (ITM).

Important remarks:

- The Labour Code applies to all companies operating on the territory of the Grand Duchy.
- The above-mentioned requirements are those which are currently in force. For each building, the requirement set out in the building authorisation document must be complied with.

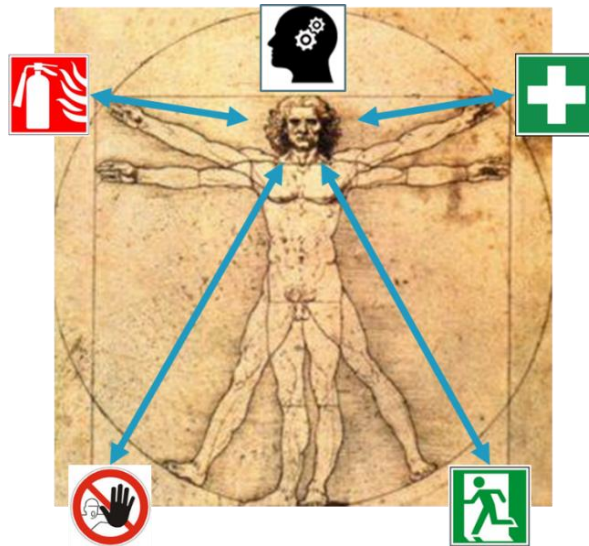
Labour Code:

*Book III; Section 3. "First aid, fire-fighting, evacuation of workers, serious and immediate danger"*

Art. L. 312-4.

(1) *The employer shall:*

- *take the necessary measures in respect of first aid, fire-fighting and the evacuation of employees, adapted to the type of activities and the size of the company and/or establishment, taking into account other persons present, and*



- *organise the requisite contacts with external services, in particular with respect to first aid, emergency medical assistance, rescue and fire-fighting.*



CORPS GRAND-DUCAL = GRAND-DUCAL  
INCENDIE & SECOURS = FIRE & RESCUE CORPS

- (2) *Pursuant to paragraph (1), the employer shall, in particular, designate employees responsible for carrying out first aid, fire-fighting and the evacuation of employees.*
- *The workers must be trained, available in sufficient numbers and provided with appropriate equipment, taking into account the extent or the specific risks.*

Important remarks:

- The topic of evacuation cannot therefore be considered independently by the operator, but only within the framework of an overall safety policy that includes fire-fighting, evacuation and first aid.
- "organising the necessary contacts with external services" means giving as much relevant information as possible without wasting time to the various emergency services that have come to assist during an emergency, i.e.:

Your company:	.....
Your location:	.....
- Address	.....
- Building	.....
- Floor(s)	.....
The nature of the event (fire, ...)	.....
The possible presence of injured individuals	.....
...	.....

**Requirements of the Labour and Mines Inspectorate**

Requirements ITM-SST 1501.4-1502.4-1503.4

*14.7. Internal emergency plans: staff cooperation*

*14.7.1. These must be set up and communicated to the staff.*

*14.7.2. These must be reviewed, supplemented and adapted at least once a year. The various statements, lists, plans and instructions as well as their display and storage locations must be clearly marked, numbered and identified such that, in the event of any changes, replacement will be in full and complete and that there will not be any outdated instructions still present. For the same reason it is also always necessary to replace each document in full in the event of any change and to exclude any additions or amendments that are likely to be lost.*

*14.7.3. These must be tested regularly. The exercises relating to the above plans must be conducted at least once a year. Their aim in particular is to:*

- *verify the appropriateness, accuracy, modalities and details provided for,*
- *familiarise the staff and, if necessary, those providing assistance from outside the company with the installations, equipment, devices and means that are available,*
- *verify the correct functioning, reliability and efficiency of such equipment, installations, devices and means,*
- *identify and eliminate weaknesses and improve the modalities and measures accordingly,*
- *train the staff and maintain their awareness of safety concerns; external intervention within the context of these exercises should be coordinated with these very services,*
- *ensure the correct functioning of the operations to evacuate individuals.*

## Preliminary Preventive Measures

Prevention is the essential part of safety in a building. It makes it possible to ensure that a potential risk does not turn into a disaster.



### Important note:

According to insurance statistics, 70% of businesses that have suffered a major disaster cease their business activities permanently in the following year.

### "Interior construction work" phase:

- Each operator is responsible for complying with the requirements of the Labour and Mines Inspectorate when carrying out any construction work in its own section of the building.
- Under no circumstances may the work lead to a reduction in the level of safety of the building and thereby represent a risk to any other operators who may be present.
- The provisions that apply to construction sites (ITM-SST 1515) relating to fire safety on such construction sites must be taken into account and applied from the very first deliberations concerning the organisation of the construction site in question.
- The operator will obtain information on the modalities regarding work permits and other fire permits etc. from the manager in advance of any construction work.
- Each operator remains responsible for complying with the legislation on temporary or mobile construction sites (appointment of a Health and Safety Coordinator depending on the size of the work, etc.)

**Note: no work may be undertaken without the prior written consent of the Chamber of Commerce's Buildings Department.**

### "Operational" phase:

#### Common areas:

- The ban on smoking applies to all areas inside the building.
- Reminder: it is strictly forbidden to fix fire doors in the open position.
- The operator shall ensure that evacuation routes located in the private and public areas are kept clear and free of stored items at all times, either through its own staff and/or the staff of any subcontracting companies and other suppliers (deliveries, etc. ...)
- The blocking of traffic routes by, in particular, changing rooms, coat racks, umbrella racks or other personal effects is strictly prohibited.
- Furniture is prohibited in the areas where there are exits and staircases.

#### Parking areas:

##### *In the car park, it is forbidden:*







- *to form deposits of combustible materials or flammable products and to set up waste bins;*
- *to fill fuel into vehicle tanks*
- *to smoke or use naked flames; this prohibition must be displayed in clearly visible characters by means of standard signage;*

(ITM-SST 1506.2 Fire prevention requirements - SPECIFIC PROVISIONS - Covered car parks with more than 20 vehicles, Article 6.1.10)


## Safety Team

- For the purposes of first aid, fire-fighting and the evacuation of workers, each operator shall designate the workers from among its staff who are responsible for implementing the measures provided for in the Labour Code.


Essential functions:

<p>The General Safety Manager (GSM) (<b>Hierarchical manager of each operator within the building</b>) The GSM is the person responsible for the safety management within his or her company. He or she manages and coordinates the teams during an emergency.</p>	
<p>The first response team (E.1.I): (<b>site security guard and/or trained staff of the operator</b>) E.1.I. is the team that is required to verify any preliminary alarm and intervene in any outbreak of fire without putting itself in danger (provided that the extent of the fire is limited and easily controllable).</p>	
<p>The evacuation team (E.E.) (<b>consisting of the building's safety team</b>) The E.E. is the team in charge of: <ul style="list-style-type: none"> <li>- directing people to the nearest exits</li> <li>- leading them and then supervising them at the assembly point</li> <li>- managing any individuals with reduced mobility who are present in the sections for which it is responsible.</li> </ul> </p>	 
<p>The rescue team (R.T.) (<b>security guard and/or operator-trained staff</b>) E.T. is the team in charge of ensuring the provision of first aid to an accident victim.</p>	
<p>The fire brigade reception team member (RTM) (<b>on-site security guard</b>) The reception team member (RTM) is the team member who: <ul style="list-style-type: none"> <li>- receives the emergency services (fire,...),</li> <li>- collects information relating to the situation regarding the evacuation of individuals</li> <li>- provides information to the services concerned (fire, police, ambulance services).</li> </ul> </p>	

Optional functions (required in the event of special circumstances):

<p>The monitoring team member (E.2.S.) The monitoring team member (E.2.S.) is the team member who monitors one or more entrances to the building in order to prevent access by a third party so that he or she does not enter a dangerous area.</p>	
---	---




Important remarks:

- A team member can take over several roles if necessary. However, the operator must ensure that all functions can be guaranteed in the event of a major problem (e.g. the evacuation must be continued in a safe manner even in the case of an accident).
- The operator must designate the different individuals for each role and ensure that they are trained.
- Each operator remains responsible for the provision of information, the evacuation of its visitors and suppliers, and other service providers which it commissions.
- Each operator is responsible for on-site verifications in its own sections of the building.
- On-site verification in the common areas is to be carried out by the security guard.
- From the place where the FBRT is located (location marked by the symbol  on the plan on the last page of the document), the security guard shall give the operators permission to re-enter the building in the event of a false alarm.
- The function of the monitoring team members is generally assured by the building security guard.




# 1. Instructions in case of fire in the common areas

## SIREN = EVACUATION

<p><b>When you hear the evacuation siren:</b></p> <ul style="list-style-type: none"> <li>- Stop your activities <u>without delay!</u></li> <li>- Switch off any electrical <u>resistance</u> devices (ovens, etc.).</li> <li>- Close the doors and windows.</li> <li>- Leave your workstation and go to the assembly point.</li> <li>- Do not use the lifts.</li> </ul>	
<p><b>At the assembly point:</b></p> <ul style="list-style-type: none"> <li>- Carry out an evacuation survey of your staff (count, list of those present, etc.).</li> <li>- Communicate any problems (injured, uncooperative staff members, individuals with reduced mobility, etc.).</li> <li>- Wait for information from the fire services.</li> </ul>	
<p><b>NB:</b></p> <ul style="list-style-type: none"> <li>- Do <u>not</u> telephone the security guard/management/... for information (thereby avoiding any disruption and loss of time for the above-mentioned individuals).</li> </ul>	

It is important to ensure that you:

- guide and supervise your staff on their way to the assembly point.
- guide and supervise your visitors if you have any (ask them to leave the premises as well).
- inform any external firms that may be present in your establishment at the time of the exercise (ask them to leave the premises as well, etc.).
- arrange for your area of operations to be closed off by the gatekeeper (anticipating the risk of malicious intent).
- provide for visual surveillance of the access to your area of operations (prevention of malicious intent) by a representative from the outside without the latter endangering himself/herself.
- appoint a person in charge who will communicate information on the existence of the emergency to the following people at the reception point (location marked by the symbol  the map on the last page of the document):
  - o person on patrol from the security firm (responsible for on-site verification in the common areas)
  - o fire services (CGDIS)
  - o managers of other operators present on site.
- Do not re-enter the building without being authorised to do so by the person on patrol or the CGDIS (fire service) officer.

**NB in case of false alarm:**


The person on patrol will be the only person to give the attendant permission to re-enter the establishment after having carried out his on-site verifications and ascertained that there is no fire present and no risk to the safety of any individuals.

**NB in the event of an actual fire:**

Only the fire service commander (CGDIS) is entitled to give the attendant his permission after the fire has been brought under control and there is no longer any risk to the safety of any individuals. (\*)






(\*) Any person entering the building without this prior authorisation will be held fully responsible for this before the authorities.

Remember:



- For the purposes of first aid, fire-fighting and the evacuation of workers, each operator shall designate the workers from among its staff who are responsible for implementing the measures provided for in the Labour Code.
- From the reception area () the security guard / CGDIS manager will give the operators permission to re-enter the building.

## 2. Instructions in case of fire in private areas

### Flames/smoke = Call 112

<p><b>If you see smoke and/or flames:</b></p> <ul style="list-style-type: none"> <li>- Stop your activities <u>without delay!</u></li> <li>- Press the nearest push button.</li> <li>- Call the fire service number (CGDIS) without delay: 112</li> </ul>	
<p><b>In the event of an actual fire and if you have had fire-fighting training:</b></p> <ul style="list-style-type: none"> <li>- Attack the fire at its base with a suitable fire extinguisher without taking any risks.</li> </ul>	
<p><b>In the event of an actual fire that cannot be brought under control directly (easily and without taking any risks):</b></p> <ul style="list-style-type: none"> <li>- Switch off any electrical resistance devices (ovens, etc.).</li> <li>- Close the doors and windows.</li> <li>- Evacuate the building and go to the assembly point.</li> <li>- Do not use the lifts.</li> </ul>	
<p><b>At the assembly point:</b></p> <ul style="list-style-type: none"> <li>- Carry out an evacuation survey of your staff (count, list of those present, etc.).</li> <li>- Communicate any problems (injured, uncooperative staff members, individuals with reduced mobility, etc.).</li> <li>- Wait for information from the fire services.</li> </ul>	
<p><b>NB:</b></p> <ul style="list-style-type: none"> <li>- Call the security guard/management/... in order to provide them with the necessary information (confirmation of the existence of a fire, etc.)</li> </ul>	

It is also important to ensure that you:

- guide and supervise your staff on their way to the assembly point.
- guide and supervise your visitors if you have any (ask them to leave the premises as well).
- inform any external firms that may be present in your establishment at the time of the exercise (ask them to leave the premises as well, etc.).
- arrange for your area of operations to be closed off by the gatekeeper (anticipating the risk of malicious intent).
- provide for visual surveillance of the access to your area of operations (prevention of malicious intent) by a representative from the outside without the latter endangering himself/herself.
- appoint a person in charge who will communicate information on the existence of the emergency to the following people at the reception point (location marked by the symbol  the map on the last page of the document):
  - o person on patrol from the security firm (responsible for on-site verification in the common areas)
  - o fire services (CGDIS)
  - o managers of other operators present on site.
- also provide information at the reception point (  the evacuation status (tenant, evacuated party) of your area of operations to the following individuals:
  - o person on patrol from the security firm
  - o fire services (CGDIS)
- do not re-enter the building without being authorised to do so by the CGDIS (fire service) officer.

**NB in the event of an actual fire:**

Only the fire service commander (CGDIS) is entitled to give the attendant his permission after the fire has been brought under control and there is no longer any risk to the safety of any individuals. (\*)

(\*) Any person entering the building without this prior authorisation will be held fully responsible for this before the authorities.

**Location of the assembly and reception points**



Reception point  
(CGDIS/person on patrol)

ALOUETTE Building

Assembly point



**Prevention measures linked to the COVID-19 health situation.**

As a reminder, due to the current COVID 19 pandemic situation, there are some additional health rules to be followed during the evacuation exercise, namely:

The wearing of masks is obligatory throughout the entire period of the evacuation.



Keep a safe distance of 2 metres from other people at the assembly point.



Avoid shaking hands or kissing.



Cough or sneeze into the crease of your elbow or a paper tissue (throw this away in a bin).



Disinfect your hands at the assembly point and when you return to your office. The COVID representatives of each operator will ensure that they carry a sufficient number of bottles of hydroalcoholic gel.



As a reminder, it is recommended that door handles and other handrails be disinfected before and after the evacuation exercise by the standard cleaning company.



We would like to thank you in advance for your attention and cooperation.