

Safety regulations

Department of Electromechanical, Systems and Metal Engineering

Research group EnSy

Campus Tech Lane Ghent Science Park – Campus A, Technologiepark, 9052 Zwijnaarde, Belgium

Building Volta, 131

Version: 14 october 2025

This document is complementary to the environmental, health and safety guidelines, Ugent (see EN2015_W-Mgids_web.pdf (ugent.be))

<https://ugentbe.sharepoint.com/sites/intranet-campus/SitePages/en/Welzijns--en-Milieugids.aspx?app=portals>

1. General.

- 1.1. Each supervisor is responsible for informing his/her staff members about the safety guidelines below, encouraging them to participate in safety-related information sessions and ensuring that the safety guidelines are strictly followed. Each lecturer (in charge or co-lecturer) is responsible for informing his/her students of the applicable safety guidelines.
- 1.2. Safety contact point is Vincent Gevaert and Tony Boone (back up). All safety-related questions can be directed to him.
- 1.3. The building manager is Vincent Gevaert. All building-related questions can be directed to him.
- 1.4. Employees *and students* should alert each other to potential hazards and risks without being perceived as reprimand. This peer pressure leads to increased safety awareness and a greater sense of responsibility in this regard. In addition, when observing safety hazards, especially defective infrastructure, everyone has the task of reporting this to the safety contact point.
- 1.5. Each researcher is responsible for preparing safety instructions for the non-generic infrastructure he/she designs and/or uses. Thus, consideration is given to the safety of the tasks to be performed and the proprietary infrastructure used for that purpose. This is done in collaboration with the supervisor/promotor who is given the authority to make decisions. This is reported in writing by the researcher to the safety contact point, Vincent Gevaert, and to the supervisor/promotor on a six-monthly basis. Temporary experimental setup files must be completed (4 .xlsx files and 1 .docx file).

- 1.6. If a temporary experimental setup that includes a motor drive is constructed in the workshop, this setup must be protected with a type B differential switch. In the other laboratories, this type of security device will already be installed in the electrical cabinets.
- 1.7. If there is a suspicious person walking around in Building Volta (131), report it to the safety contact point or to the emergency number 092648888 (emergency center).
- 1.8. The emergency doors (exit doors of the building) are by definition closed. They cannot be used except in case of emergency. There is a security contact on the doors. In case the doors are opened, an alarm is activated at the central administration.
- 1.9. In Volta, there are two meeting rooms (Jenatzy and Gramme) to be reserved in Time Edit. There is one Teams-room (Tesla) and soon two meeting/Teams-booths, all to be reserved in Outlook. The reserved hours must be respected. If a (Teams) meeting is cancelled, it must also be cancelled in the reservation scheme in due time. When leaving the room, it must be left clean. Used tableware must be returned to the kitchen by the organizer/user.
- 1.10. The use of the kitchen is limited to the staff of the department of EA08. In general, kitchen tableware may be used. Dirty items should be placed in the dishwasher or washed by hand. No tableware may be left on the counter.
- 1.11. Dirty cups and glasses should not be left in the office. At the end of the workday, they should be brought back to the kitchen.
- 1.12. Consuming food and drinks is not permitted in the laboratories and the workshop of Volta.

1.13. The Volta building does not currently have a locked bicycle and step parking facility for staff. An official request has been submitted to obtain one. The safety department does not allow bicycles and steps to be parked in areas that serve as an evacuation route. Therefore, parking bicycles and steps in evacuation routes must be limited (at least 1 meter free from obstacles) until a locked bicycle and steps storage facility is available. Bicycles and steps may also not be placed in areas that compromise safety at work.

1.14. On evacuation routes and evacuation halls no hazardous activities are permitted, in particular charging batteries.

2. Use of chemicals.

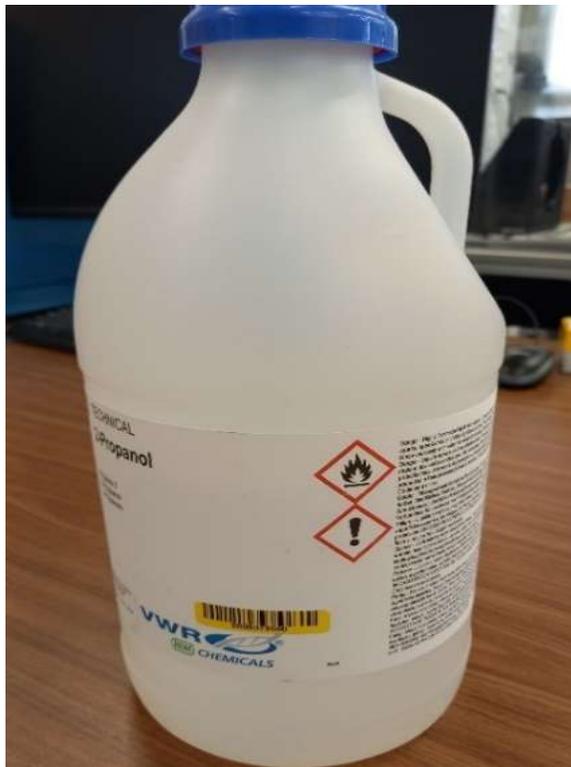
2.1. Products with hazardous properties must be handled in the lab according to the M-CHEM system (Management System Chemicals) of Ugent. M-chem can be found in SAP My Apps under the tab “Wellbeing and Environment”.

The screenshot displays the SAP My Apps interface for the 'Welzijn en Milieu' (Wellbeing and Environment) tab. The navigation bar at the top includes 'Mijn startpagina', 'Financiën', 'Welzijn en Milieu', and 'Financieel Projectbeheer'. The main content area is divided into two sections: 'Aankoop chemicaliën en radioactieve producten' and 'Voorraadbeheer'. The 'Aankoop' section contains five tiles: 'Chemicaliën Marktplaats Bestellen', 'ATB Goedkeuren', 'Bestellingen Goedkeuren', 'Chemicaliën Goederenontvangst Uitvoeren', and 'Aankoopmonitor Beheren'. The 'Voorraadbeheer' section contains nine tiles: 'Chemicaliën Voorraad Wijzigen', 'Chemicaliën Voorraad Uitschrijven', 'Chemicaliën Inventaristool', 'Chemicaliën Verbruik Registreren', 'Chemicaliën Voorraad Weergeven', 'Chemicaliën Ontvangst / Verbruik Weergeven', 'Chemicaliën Verbruik Rapport', 'Gevaarlijke Stoffen Databank Weergeven', and 'Chemicaliën Dynamische etiketten Weergeven'. Each tile features a representative icon and a brief description of its function.

2.2. Any chemical (provided with an SDS) you wish to purchase must first be approved by safety contact point Vincent Gevaert. Vincent will register the product in the M-chem system. If a quotation is sent to Kathleen Vanden Berghe or Katrien Verstraete, it must be stated whether chemicals are involved so that these products can also be registered in M-chem.

2.3. For some products (e.g. epoxy resins), the M-chem system issues a warning that a risk analysis must be carried out. This risk analysis will then be carried out by the safety department together with the researcher(s) and Vincent Gevaert.

2.4. All packages of M-CHEM products are labeled with a yellow or orange bar code. The yellow label is the standard label. The consumption of the products with an orange label must be reported to Vincent Gevaert. This consumption is stored in a M-CHEM database.



2.5. Chemical products must be stored safely. A chemical product that you are going to use may only be removed from its normal safe storage for the duration of its use. Keep the usage time as short as possible. Return of the chemical products after use is mandatory. If you do not know where a chemical product is stored, please ask Vincent Gevaert. We have two safety cabinets for storing flammable materials, one cabinet for storing corrosive chemicals, and three boxes for storing large containers of corrosive chemicals.

2.5.1. Official storage locations building 131 :

2.5.1.1. Safety cabinet in the work shop (with extraction). For flammable chemical products.



2.5.1.2. Safety cabinet in room 60.13.120.018, small restricted storage. For flammable chemical products.



2.5.1.3. Space under the fume hood in the work shop. For corrosive chemicals products.



2.5.1.4. 2 boxes in the work shop. For corrosive chemicals



2.6. Empty containers of hazardous waste or expired chemicals must be handed over to Tony Boone or Vincent Gevaert. The barcodes of these containers have to be deregistered from the M-CHEM database. Chemical waste is stored in labelled blue containers until the UGent chemical waste collection service comes to collect it.

2.7. When working with a chemical products, you must read the safety data sheet and apply the safety measures. If you are unsure, contact the safety contact point Vincent Gevaert. Personal protective equipment is available.

2.7.1. Look up SDS (Safety Data Sheet) online. This is also available from Vincent Gevaert.

2.7.2. Product label, look for hazard symbols (page 2,welfare and environment guide).

2.8. The Fume hood (in the workshop) must be used in case of risk of inhalation of volatile hazardous substances, by yourself or your colleagues.



3. Working safely with machinery, tools and infrastructure.

3.1. Order and cleanliness are visible signs that care is being taken of the work environment and equipment. A messy environment is usually not very safe either. In the labs and workshop, the users of these areas have the duty to ensure order and cleanliness, in particular to keep their own work spaces neat and orderly as well as not to create disorder at the work spaces of other employees.

3.2. Before the purchase of new powered (electrical, pneumatical or hydraulic) work equipment, the safety contact point Vincent Gevaert must be informed. He will contact the safety department to receive the safety requirements. The supplier must prove compliance with these safety requirements, therefore he must deliver the C€ declaration of conformity, the compliance with European EMC and low voltage directives and the manual (Dutch or English). After receiving the device, Vincent Gevaert will contact the safety department to make an 'into service report'. Depending on the report, a safety instruction card and a risk analysis must also be prepared. All documents are kept in the secretariat.

3.3. Equipment (work tools, power supplies, measuring tools, electrical resistors...) may be used in the lab. This equipment must be put back in place after use. In the lab we work with an inventory (small work tools are not included). The inventory is digitally accessible at the share drives: "\\tw08-eelab\Inventory_building_131" (to check how to mount drives: https://helpdesk.ugent.be/netdisk/en/bestand_mount.php or ask Nic Vermeulen. The inventory tool is still a work in progress. The inventory will describe where the equipment should be stored, the inventory number, the name of the tool, the brand, type, budget holder, the purchase budget, the supplier, the purchase date, picture, specifications, manual, old inventory number, into service number from safety department and general info.

number	name	brand	type	budgetholder	WBS	supplier	purchase date	picture	specs	manual datasheet	note	old inventory number	vast actief
60.13.100.011/1	power supply	Delta Elektronica	SM500-CP-90	Guillaume Crevecoeur	B/14750/01	C.N. Rood	18/06/2019	60.13.100.011-data60.13.100.011-1.jpg	bidirectional -90A-90A 0.50V	60.13.100.011-data60.13.100.011-1.pdf	is now used in the axial flux motor setup		67856
60.13.100.011/2	shims box	SPM	ABC-10	EELAB	Tw0800	SPM instrument	29/08/2019	60.13.100.011-data60.13.100.011-2.jpg	N/A	60.13.100.011-data60.13.100.011-2.pdf			
60.13.100.011/3	laser alignment tool	Easy-laser	E420	EELAB	Tw0800	SPM instrument	23/04/2015	60.13.100.011-data60.13.100.011-3.jpg	60.13.100.011-data60.13.100.011-3E.pdf	60.13.100.011-data60.13.100.011-3A.pdf	short dutch quick guide also in S directory calibrated date 19/12/2019		53420
60.13.100.011/04	Power analyser	Tektronix	PA4000	Peter sergeant				60.13.100.011-data60.13.100.011-4.jpg	60.13.100.011-data60.13.100.011-4.docx	60.13.100.011-data60.13.100.011-4.pdf	also includes connection cables, see picture		
60.13.100.011/05	power supply	Delta Elektronica	SM66-AR-110	EELAB	Tw0800 2000001021	C.N. Rood	2018	60.13.100.011-data60.13.100.011-5.jpg	0.33V/0.110A 0.66V/0.55A	60.13.100.011-data60.13.100.011-5.pdf	is now used in the hiper cool setup		62330
60.13.100.011/06	power supply	Delta Elektronica	SM600-10	EELAB	Tw0800 2000001021	C.N. Rood	2017	60.13.100.011-data60.13.100.011-6.jpg	0.600V/0.10A	60.13.100.011-data60.13.100.011-6.pdf	is now used in the setup from Frederik De Belle		62331
60.13.100.011/07	power supply	Delta Elektronica	SM500-CP-90	Peter sergeant	SOC FMD 2020 000101	C.N. Rood	24/11/2020	60.13.100.011-data60.13.100.011-7.jpg	bidirectional -90A-90A 0.50V	60.13.100.011-data60.13.100.011-7.pdf	is now used bij setup Hipercool		67856
				Guillaume				60.13.100.011-	bidirectional	60.13.100.011-			

3.4. The use of any machine tool (except the CNC milling machine, see 3.5) in the workshop is not allowed without supervision by Tony Boone, Vincent Gevaert, Lieven Van West. The machines in the workshop are fitted with a lock or are kept in a locked cabinet.. If equipment is not found or defective, inform Tony Boone or Vincent Gevaert.

3.5. The explicit permission of Prof. Guillaume Crevecoeur is required to use the CNC milling machine.

3.6. The safety and work instructions for each machine in the workshop are posted near the machine and must be followed.

3.7. For safety reasons, the use of infrastructure outside conventional working hours (conventional = Monday to Friday, 8 a.m. to 5 p.m. , no official holiday) is not allowed without the presence of a second person.

3.8. Bachelor and master students, in particular master's thesis students have access to the building only during conventional opening hours (conventional = Monday to Friday, 8 a.m. to 5 p.m. , no official holiday). Exceptions may be granted upon request to the department chair.

3.9. Electricity : the electrical boards may only be opened by BA4/BA5 personnel. For building 131 this is Florian Verbelen, prof. Guillaume Crevecoeur, prof. Luc Dupré, Karel Van Thuyne, Nic Vermeulen and Vincent Gevaert.



3.10. Only Tony Boone, Vincent Gevaert, Lieven Van West are permitted to use the overhead crane in the workshop. Safety footwear is mandatory when using the overhead crane and/or when handling heavy weights. When heavy weights are being handled (with or without the overhead crane), other colleagues must leave the workshop.

3.11. When grinding, care must be taken that the glitter does not land on inflammable surfaces or on surfaces than can be damaged (e.g., glass, aluminium, stainless steel,...). Grinding is preferably done outdoors. It makes a lot of noise and dust.

3.12. Large quantities of residual waste, paper and cardboard (which cannot be put in the local waste garbage bin) must be placed in the containers by the members of Volta themselves. We have a residual waste container, a paper container and a PMD container (Plastic, Metal and Beverage Cartons container). Empty cardboard boxes cannot be left in the corridors, workshop and labs. In the kitchen there is a green bin where organic waste (food scraps, chilling fruit, coffee grounds...) should be thrown in. For styrene foam foam waste, metal waste and in case of doubt : contact Tony Boone or Vincent Gevaert.



3.13. Batteries (small) must be deposited in the battery box (room 60.13.100.013). Batteries must be handed over to Tony Boone or Vincent Gevaert.



3.14. Lights must be turned off when you leave a work zone as the last person, in particular when there are no automatic switches e.g. in the workshop and basement.

3.15. When the weather forecast predicts thunderstorms, windows must be closed.

3.16. The mechanical ventilation (control on the 3rd floor) of the central halls can be switched on when there is a large group of people in these areas, by putting the switch on 'MAN'. Afterwards, set the switch back to 'AUTO'.



3.17. There are CO2 meters in the classrooms, laboratories, the hall and the workshop. If these meters show more than 900 ppm it is advisable to open windows. Don't forget to close the windows afterwards.



3.18. A process cooling water chiller system is available to cool temporary test setups. It is located in the basement. There are two connection points in the workshop and one in the laboratory, first floor. The cooling system (with a deduped system by means of a balancing tank) can be used in consultation with Vincent Gevaert. This machine must be monitored closely with regard to purging of the cooling lines and system. After use, the chiller in the basement must be shut off.



3.19. Hearing protection : earplugs and ear muffs are provided at the entrance of the workshop. These must be worn when the work requires it. Before use, first check the good condition. If you are going to make a lot of noise, you must inform the other colleagues in the workshop that they will have to wear hearing protection.



3.20. A container of safety goggles hangs at the entrance of the labs. These safety goggles must be worn when the work requires it (work where the eyes can be damaged via impact). Before use, first check the good condition.

3.21. Different kinds of gloves are available in the workshop. Depending on the work, they should be worn. Nitrile gloves boxes of various sizes hang in holders in the workshop. Other gloves are also available. Please check with Tony Boone or Vincent Gevaert.



3.22. Painting with spray cans must be done outside, unless in bad weather (rain, wind). Then you must use the fume hood.

3.23. When heating toxic substances in the oven in the workshop, the exhaust fan must be turned on. This fan should be turned off when no longer needed.



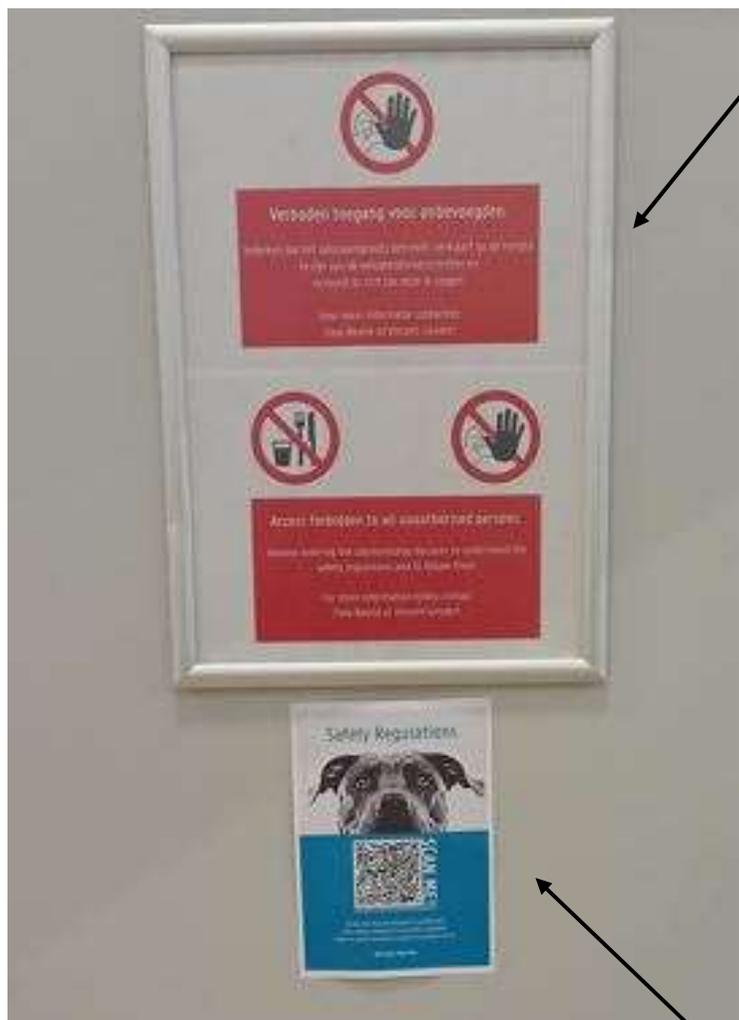
3.24. When 3D printing ABS and ASA, local exhaust must be turned on.

3.25. When welding with the MIG welding machine, the fume extraction should be turned on.



3.26. Gas cylinders must be stored in the locked cage at the back of the building.

3.27. Safety instructions relating to the laboratory are posted at each lab entrance. Please follow these instructions.



3.28. The safety regulations are displayed in every laboratory and nearby the secretariat. They can be viewed digitally via the QR code.

4. Emergency situations.

4.1. Follow the emergency instruction below.



EMERGENCY PROCEDURES

Incident	Medical emergency	Warning signal	Evacuation signal
<ul style="list-style-type: none"> • Fire • Aggression • Leakage • Odour nuisance • Power failure • Theft • ... 		<p>Local signal, audible on your floor (red warning button pushed or smokedetector activated)</p>	<p>Audible in the whole building (yellow button pushed)</p>
<p>Push a red warning button</p>	<p>112</p>	<p>Find the cause of the alarm</p>	<p>Evacuate</p>
<p>Emergency Centre UGhent:</p> <p>09 264 88 88</p>	<p>Provide first aid</p>	<p>Emergency Centre UGhent:</p> <p>09 264 88 88</p>	<ul style="list-style-type: none"> - Address other users of the building, explain the meaning of the alarm. - Leave the building via the nearest (emergency) exit (don't use the lift).
<p>Provide more information about the incident.</p>	<p>Emergency Centre UGhent:</p> <p>09 264 88 88</p>	<p>Provide more information about the incident or Ask for the cause of the alarm.</p>	<ul style="list-style-type: none"> - Leave your environment safely: <ul style="list-style-type: none"> - close the doors (don't lock them!) - if required: switch off devices - go to the assembly point (see evacuation plan)
<p>Follow the instructions of the Emergency Centre.</p>	<p>Provide more information about the incident.</p>	<p>Follow the instructions of the Emergency Centre.</p>	<ul style="list-style-type: none"> - Pass on relevant information towards the incident to the First Intervention Team (yellow or orange jacket) or emergency services.
<p>Activate the evacuation signal if required. (yellow button at the main entrance of the building)</p>		<p>Activate the evacuation signal if required. (yellow button at the main entrance of the building)</p>	

More information: <https://www.ugent.be/intranet/nl/op-het-werk/welzijn/veiligheid/noodplanning/evacuatie>

v.u. noodplanning@ugent.be
April 2020

4.2. To facilitate an evacuation and investigate warning alarms, building 131 has a first intervention squad (EIP). This squad provides first aid.

Intervention and first aid colleagues are :

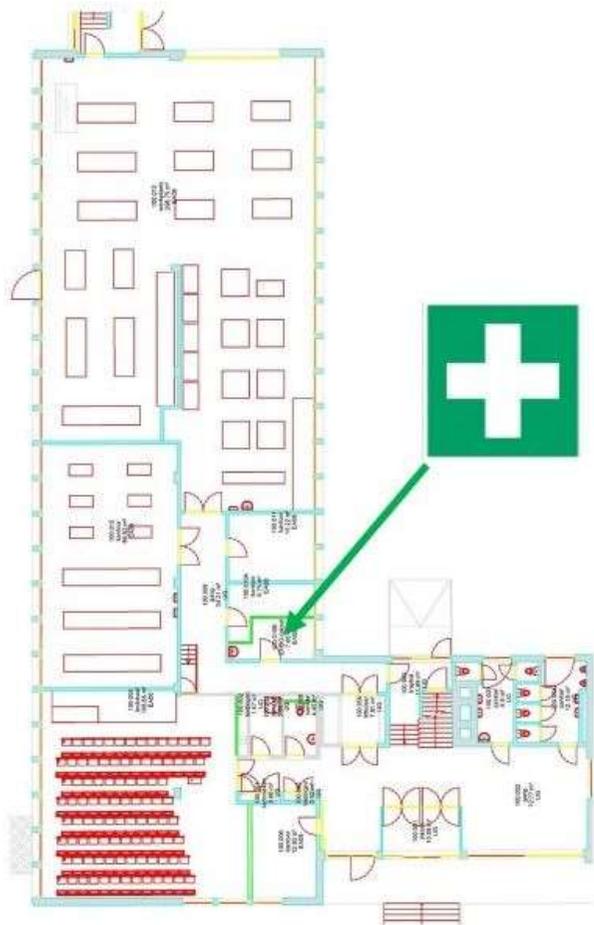
- Vincent Gevaert (intervention leader) tel : 0496572754
- Nic Vermeulen (intervention leader)
- Annelies Coene
- Tom Lefebvre
- Yentl Joos
- Joannes Laveyne
- Nienke Dhondt

During an intervention, the intervention leaders wear an orange fluorescent jacket, the intervention members wear a yellow fluorescent jacket. The first intervention team should no longer wear red hats.

The nearest AED is located at the entrance to the Locus restaurant or in the lobby of building 126 (Igent).

4.3. First Aid.

4.3.1. On the ground floor along the corridor to the workshop, there is the first aid room. It contains a washbasin, a bed and a first aid kit. There are also first aid kits in the corridor on the first floor and in the corridor on the second floor.



4.3.2. Every incident or near incident, whether or not it involves injury, must be reported to the safety contact point. If any items from the first aid kit are used, this must be reported to the safety contact point so that the kit can be replenished.

4.4. **Warning alarm** : a monotonous interrupted sound signal. Follow the instructions of the first intervention team (EIP). If there is no EIP personnel, investigate whether there is a real incident. Extinguish and/or evacuate if necessary (4.6/4.5). However, an incident must first be reported through the emergency number 092648888 (permanence center).

4.4.1. Different alarm types you can be read on the control panel :

4.4.1.1. Alarm type 1 = smoke detector. The building is equipped with at least one smoke detector in every room.

4.4.1.2. Alarm type 2 = gas detection in the basement. Verify (always with 2 persons) if a gas smell is indeed perceptible. If so : EVACUATE!

4.4.1.3. Alarm type 3 = red manual alarm. If there is an incident, but no warning signal audible yet : push a red alarm button. This will notify the first intervention team (EIP) and the other colleagues. This manual alarm is not only for a fire incident but also for e.g. water damage, odor nuisance, aggression....



4.4.2. Search the alarm : use the alarm code panel. The warning control panel is located on the ground floor next to the elevator door.



The location in building 131 where the alarm is physically located can be derived from the code . If necessary, also look at the plans. A smoke detector itself flashes upon detection. This is how you recognize where the detector indicating a detection is located. The

4.4.2.1.1. Example of code to be read on the control panel = 60.13.110.018 .

- 60 = site Techlane Science park Zwijnaarde (always fixed for building 131)
- 13 = building 131 (always fixed for building 131)
- 110 = floor 1 (floor code)
- 018 = room 18 in this case the kitchen

4.4.2.1.2. The different floor codes in building 131.

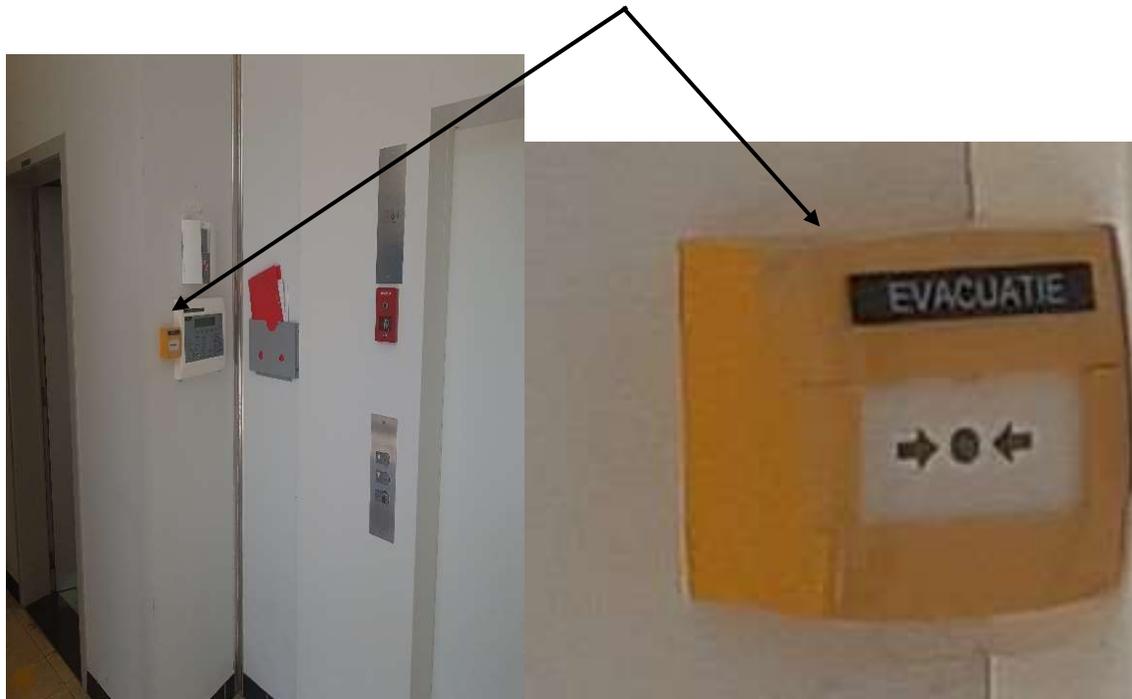
- 090 : basement
- 100 : ground floor
- 110 : floor 1
- 120 : floor 2
- 130 : floor 3

4.4.2.1.3. How to detect the alarm trigger in the room of incident.

- a smoke detector itself flashes upon detection. This is how you recognize where the detecting detector is located.
- The transparent plate of a red detector has been pressed.

4.5. **Evacuation alarm** : a two-tone continuous siren. Evacuate according to the evacuation escape route and proceed to the assembly point. When doing so, follow the instructions of the first intervention team (EIP) and also pass on relevant information to EIP. Also warn colleague(s) who have not heard or understood the evacuation signal. An incident must first be reported via the emergency number 092648888 (permanence center).

4.5.1. In building 131 there is no automatic evacuation. The yellow button must be pressed to activate the evacuation signal. The button is located at the fire control panel. The first intervention team (EIP) will push this button. If no EIP is present, press this button when an evacuation is required.



4.5.2. On each floor hangs the evacuation escape route for that floor. For the basement, this is at the basement entrance. For the ground floor, 1st floor and 2nd floor it is at the elevator door. You must know the evacuation escape routes. Especially in the basement you can get lost in case of smoke development.

EVACUATIEPLAN - EVACUATION MAP BASEMENT

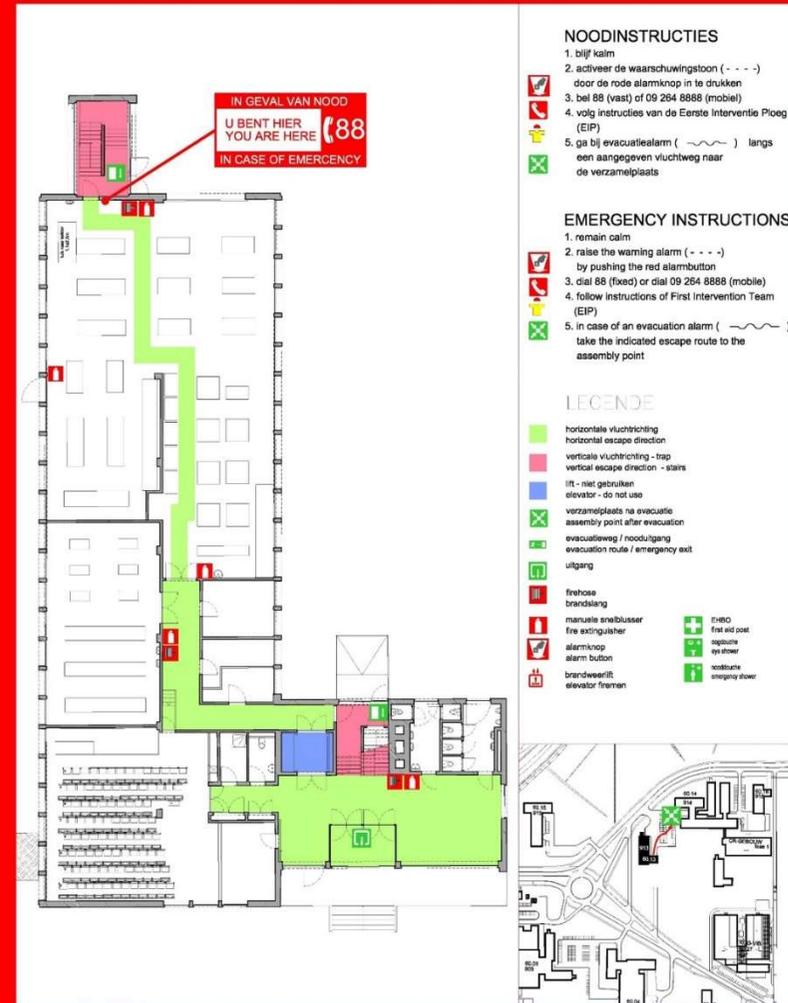


vragen, opmerkingen of suggesties:
noodplanning@UGent.be

913 - Regeltchniek Fl. 60.13.090
Technologiepark Zwijnaarde 913 - 9052 Zwijnaarde

v.l. DGFBI/DPBW: 18/02/2015

EVACUATIEPLAN - EVACUATION MAP GROUNDFLOOR

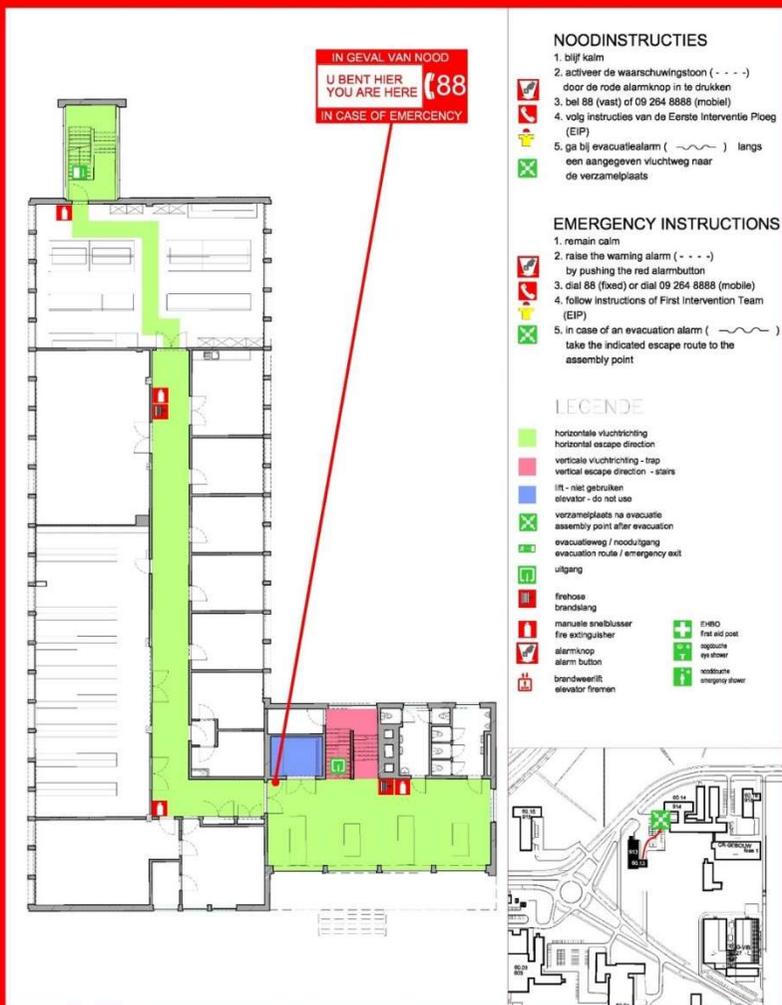


vragen, opmerkingen of suggesties:
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913 - Regeltchniek Fl. 60.13.100
Technologiepark Zwijnaarde 913 - 9052 Zwijnaarde

v.l. DGFBI/DPBW: 18/02/2015

EVACUATIEPLAN - EVACUATION MAP FIRST FLOOR



- NOODINSTRUCTIES**
1. blij kalm
 2. activeer de waarschuwingstoon (- - -) door de rode alarmknop in te drukken
 3. bel 88 (vast) of 09 264 8888 (mobiel)
 4. volg instructies van de Eerste Interventie Ploeg (EIP)
 5. ga bij evacuatiealarm (~~~) langs een aangegeven vluchtweg naar de verzamelplaats

- EMERGENCY INSTRUCTIONS**
1. remain calm
 2. raise the warning alarm (- - -) by pushing the red alarmbutton
 3. dial 88 (fixed) or dial 09 264 8888 (mobile)
 4. follow instructions of First Intervention Team (EIP)
 5. in case of an evacuation alarm (~~~) take the indicated escape route to the assembly point

- LEGENDE**
- horizontale vluchtrichting / horizontal escape direction
 - verticale vluchtrichting - trap / vertical escape direction - stairs
 - lift - niet gebruiken / elevator - do not use
 - verzamelplaats na evacuatie / assembly point after evacuation
 - evacuatielweg / nooduitgang / evacuation route / emergency exit
 - uitgang
 - firehose / brandslang
 - manuele snelblusser / fire extinguisher
 - alarmknop / alarm button
 - brandweerlift / elevator frame
 - E-HBO / first aid post
 - ogenscherm / eye shower
 - noodroute / emergency shower

vragen, opmerkingen of suggesties: noodplanning@UGent.be 913 - Regeltchniek Fl: 60.13.110 Technologiepark Zwijnaarde 913 - 9052 Zwijnaarde v.l. DGFB/DPBW: 18/02/2015

EVACUATIEPLAN - EVACUATION MAP SECOND FLOOR



- NOODINSTRUCTIES**
1. blij kalm
 2. activeer de waarschuwingstoon (- - -) door de rode alarmknop in te drukken
 3. bel 88 (vast) of 09 264 8888 (mobiel)
 4. volg instructies van de Eerste Interventie Ploeg (EIP)
 5. ga bij evacuatiealarm (~~~) langs een aangegeven vluchtweg naar de verzamelplaats

- EMERGENCY INSTRUCTIONS**
1. remain calm
 2. raise the warning alarm (- - -) by pushing the red alarmbutton
 3. dial 88 (fixed) or dial 09 264 8888 (mobile)
 4. follow instructions of First Intervention Team (EIP)
 5. in case of an evacuation alarm (~~~) take the indicated escape route to the assembly point

- LEGENDE**
- horizontale vluchtrichting / horizontal escape direction
 - verticale vluchtrichting - trap / vertical escape direction - stairs
 - lift - niet gebruiken / elevator - do not use
 - verzamelplaats na evacuatie / assembly point after evacuation
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 - alarmknop / alarm button
 - brandweerlift / elevator frame
 - E-HBO / first aid post
 - ogenscherm / eye shower
 - noodroute / emergency shower

vragen, opmerkingen of suggesties: noodplanning@UGent.be 913 - Regeltchniek Fl: 60.13.120 Technologiepark Zwijnaarde 913 - 9052 Zwijnaarde v.l. DGFB/DPBW: 18/02/2015

4.5.3. There are 3 emergency doors to leave the building.



4.5.4. To find the emergency exit : follow this symbol.



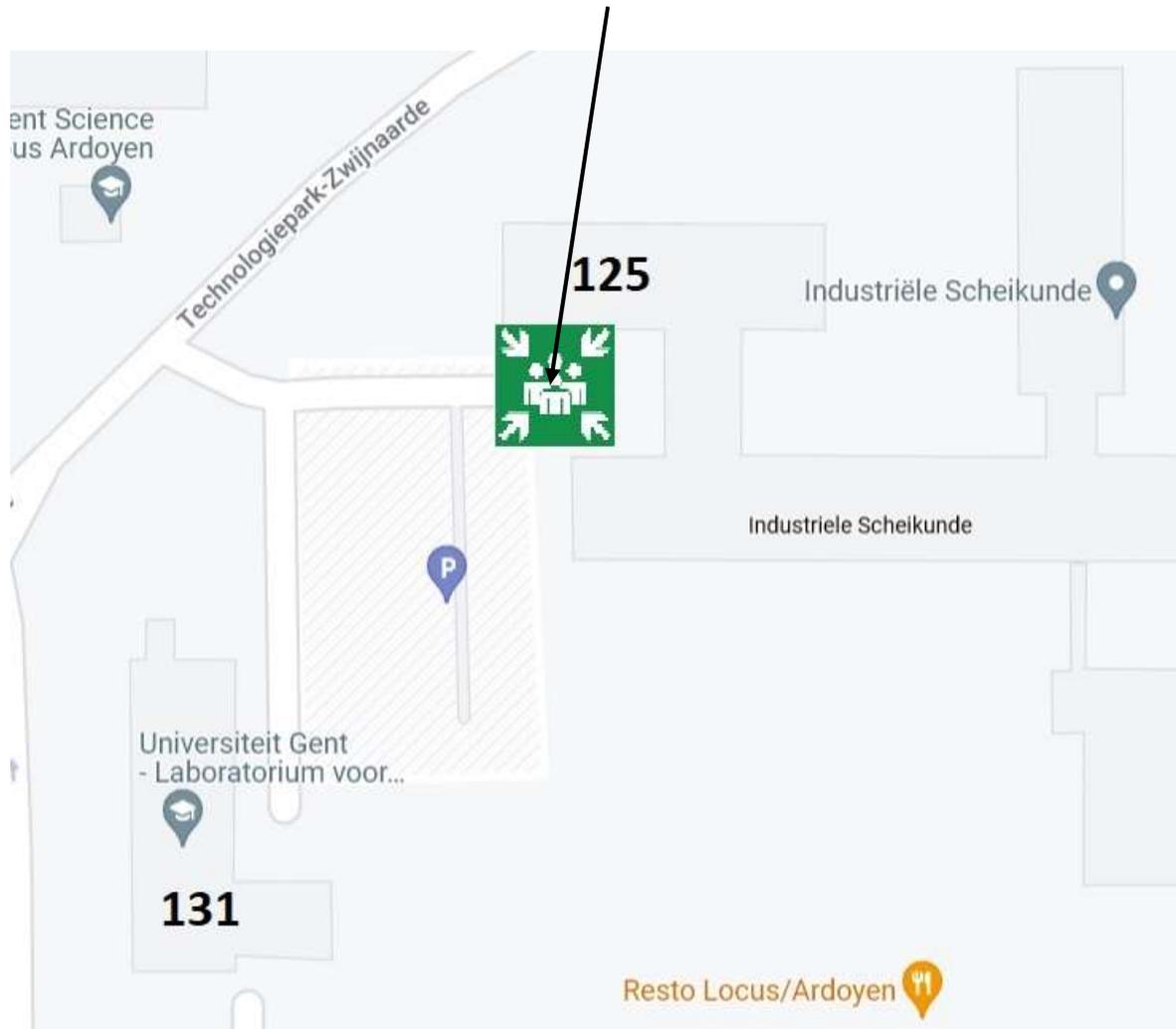
4.5.5. There are emergency lights in building 131 to make it easier to follow the evacuation escape route. If the electricity is out, the emergency lights will be on for +- 30 minutes.



4.5.6. The emergency route must not be blocked (bicycles,boxes,...). In the building 131 workshop, the emergency route is marked with lines on the floor.



4.5.7. In the event of an evacuation of Building 131, people present in building 131 should proceed to the assembly area. This is located at the front of building 125.



4.6. Fire suppression at a fire incident in building 131

4.6.1. A fire incident with a real danger of fire spread must first be reported via the emergency number 092648888 (permanence center).

4.6.2. In the early stages of a fire incident (e.g. smoldering materials), if it can be done safely, remove these materials from Building 131 and isolate them outside. This (preferably) by the first intervention team (EIP) and always with 2 people.

4.6.3. One extinguishing attempt is allowed (preferably) by the first intervention team (EIP). This should always be done (if possible) with 2 people. Extinguishing can be done only after consulting the permanence center, in case of a small fire and if extinguishing can be done safely. Carefully read the instructions on the extinguishing equipment.

4.6.4. Flammable materials are indicated by fire classes. Here is the overview of building 131.



- **Class A : burning of solids.**
Solids present all over the building.



- **Class B : burning of liquids.**
Liquids present in the workshop.



- **Class C : burning of gas.**
Gas present in the workshop. Acetylene and aerosols. The building uses gas for heating.



- **Class D : burning of metals**
Metal present in the workshop : metalworking metal chips



- **Class F : burning of oils**
Oils present in the workshop

4.6.5. The extinguishing agents in building 131.

4.6.5.1. Water hoses in the halls, in the corridors and in the workshop.

- Advantages : large cooling capacity, can extinguish the core
- Disadvantages : a lot of extinguishing damage, electrically conductive, not suitable for liquids and metal



4.6.5.2. Foam extinguishers : throughout the building.

- Advantages : cooling insulation layer, sealing off oxygen, can be applied preventively, electrically non-conductive up to 1000V
- Disadvantages : (limited) extinguishing damage



4.6.5.3. CO2 extinguishers : in the workshop and close to the IT office (office of Nic Vermeulen).

- Advantages : little extinguishing damage, electrically non-conductive
- Disadvantages : risk of freezing injuries, small extinguishing power, displaces (limited) breathing air



4.6.6. Control of possible smoke development in Building 131 is very important. Smoke development is a major danger.

4.6.6.1. A smoke dome is installed in each stairwell. The operation of the smoke domes will be done by the intervention service of Ugent or the fire department.

4.6.6.2. Smoke development can be prevented by compartmentalization into zones. The stairwell and halls are 1 zone. Each floor with its corridor and offices is a zone. The laboratories and workshop are also each a zone.

4.6.6.3. The zones are separated by fire doors. These doors have stamps on the head side.



4.6.6.4. A number of fire doors in Building 131 are equipped with electromagnets. This is to keep the doors open and avoid the use of wedges under the doors. The doors close on the warning alarm. The doors can also be unlocked by pressing the green button present near the door. Some emergency doors have a red button on the door that you must press to close the door. Fire doors should not be forced to open.

