

Site Rules – UDT, Rotterdam, Ahoy	
GENERAL	
<ul style="list-style-type: none"> • EVERYONE must consider the safety of themselves and others at all times • Contractors must remove their waste from the site • Dangerous working will result in an hour suspended from the workplace, repeat offenders will be removed from site 	
TRAFFIC	
<ul style="list-style-type: none"> • Be aware of moving traffic – in the loading areas and forklifts in the hall • The speed limit is: 5 km/h 	
WELFARE & CLOTHING	
<ul style="list-style-type: none"> • Appropriate footwear must be worn • High Vis must be worn on the loading areas • Excessive Late Working will require additional crews 	
METHOD OF WORKING	
<ul style="list-style-type: none"> • NO HOT WORK permitted without authorisation from the Organisers • Appropriate and safe methods of working at height are required at all times 	

Site Information	
Organisers' Office	The Organisers' Office is located in the hall. The Onsite Office number will be released closer to the event.
First Aid	The first aid room is located in the Plaza Area. If you require first aid, please contact security or alert the Organisers' Office so a medic can attend, or in and emergency call +31 (0) 10 293 3410 .
Venue Emergency Number	+31 (0) 10 293 3112
Fire Exits	The fire exits are located around the hall and will be sign posted.
Toilets	Toilets are located within the hall, close to the hall entrance. Toilets can also be located in the Plaza Area.
Catering Facilities	There are a variety of catering outlets at the Ahoy which will be open during the show.

Emergency Procedures	
FIRE	<p>On discovering a fire:</p> <ul style="list-style-type: none"> - Break glass of the manual fire alarm/ call point. - Call in the notification at the following number: 010 293 33 112 (internal 112) <p>Include the following information:</p> <ol style="list-style-type: none"> Location of the fire What is on fire Whether there are any victims <ul style="list-style-type: none"> - Close doors (and windows) behind you to prevent spreading of smoke and heat - Warn people around you - Bring people who are in danger to safety, namely: <ol style="list-style-type: none"> Behind smoke/ fire resisting doors Through the staircase to a lower level floor <p>Put out the fire if possible (watch out for your own safety!)</p>
EVACUATION	<p>When hearing a continuous evacuation signal (Slow-Whoop) you must leave the building immediately.</p> <ul style="list-style-type: none"> • Follow the instructions of the emergency assistance • Leave the building via staircases and emergency exits • Do not use the elevators! • Proceed to the meeting point: Main Square
BOMB THREAT	<p>The person who has received the bomb threat notification by phone or letter must inform the Security Coordinator immediately. No-one else is to be informed about the bomb threat.</p> <p>The security Coordinator must inform Management and in consultation with the Police decide whether it's necessary to evacuate, based on the severity of the situation.</p> <p>In the case of a bomb threat the Rotterdam Rijnmond Police should be on-site rather quickly.</p> <p>If evacuation has not been put into motion yet and the Police deems it necessary, the building will be evacuated in consultation with the Security Coordinator.</p>