

Emergency Plan for FOSDEM 2017

Brussels. February 4th - 5th

Emergency contact Persons

	STAFF	VOLUNTEERS & TS
FIRST CONTACT NAME		Ziggy Maes
FIRST CONTACT PHONE		+32(0)478/64.43.54
FIRST CONTACT EMAIL		ziggy.maes@mozilla.org.uk
SECOND CONTACT NAME		Anthony Maton
SECOND CONTACT PHONE		+32(0)478/80.39.48
SECOND CONTACT EMAIL		me@anthony-maton.me

Emergency Phone Numbers:

- **Main emergency number:** 112
- **Fire Department:** 100
- **Ambulance:** 100
- **Police:** 101

When you contact the emergency phone number please be aware to indicate the following:

- The location where you are, including the area or postcode.
- The phone number you are calling from.
- Exactly what has happened.

Closest Hospital:

Clinique Saint-Jean (Hotel closest one)
Boulevard du Jardin Botanique 32, 1000 Brussels
Phone: +32 2 221 91 11

Medical Center Du Solbosch (Polyclinique)
Avenue Adolphe Buyl 110/A, 1050 Ixelles
Phone: +32 2 649 81 15

Closest Police Station:

Rue du Houblon 6 (Hotel closest police station)
1000 Brussels
Phone: +32 (0)2 279 73 10

Chaussée De Boondael 480 (closest to ULB)
1050 Brussels (Ixelles)
Phone: +32 (0)2 515 74 11

Nearest Pharmacy

- Pharmacie Universelle
 - Rue Antoine Dansaert 1, 1000 Bruxelles, Belgium
 - +32 (0)2 511 89 66
- Pharmacie PharmaCity Bourse
 - Boulevard Anspach 61, 1000 Bruxelles, Belgium
 - +32 (0)2 218 06 40
 - pharma-city.be

Venue Emergency Contact:

Name: Anthony Maton
Phone: +32 478 80 39 48

Meeting Place A in case of emergency:

Hotel:
Hotel Atlas Lobby

ULB:
Main entry to the U building (where the Mozilla Devroom), next to the Food Trucks

Meeting Place B in case of emergency:

Hotel:

Place Sainte-Catherine, 1000 Bruxelles

(Sint-Katelijneplein)

Less than 200 mts from the main entry at the hotel.

ULB:

Mozilla Legal

legal@mozilla.com

Mozilla PR

pr@mozilla.com

Code of Conduct Alias

comm-dev@mozilla.com

Emergency Situations

Medical

- Call medical emergency phone number: 112
- Provide the following information:
 - Nature of medical emergency,
 - Location of the emergency (address, building, room number),
 - Your name and phone number from which you are calling.
- Do not move victim unless absolutely necessary
- If personnel trained in First Aid are not available, as a minimum, attempt to provide the following assistance:
 - Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
 - Clear the air passages using the Heimlich Maneuver in case of choking.
 - Attempt first aid ONLY if trained and qualified.

Fire Emergency

When fire is discovered:

- Activate the nearest fire alarm (if installed)
- Notify the local Fire Department by calling 112

- If the fire alarm is not available, notify the hotel personnel about the fire emergency

Fight the fire ONLY if:

- The Fire Department has been notified.
- The fire is small and is not spreading to other areas.
- Escaping the area is possible by backing up to the nearest exit.
- The fire extinguisher is in working condition and personnel are trained to use it.

Upon being notified about the fire emergency, occupants must:

- Leave the building using the designated escape routes.
- Assemble in the designated area:
- Remain outside until the competent authority (Designated Official or designee) announces that it is safe to reenter.

Emergency Coordinator must:

- Disconnect utilities and equipment unless doing so jeopardizes his/her safety.
- Coordinate an orderly evacuation of personnel.
- Perform an accurate headcount of volunteers reported to the designated area.
- Determine a rescue method to locate missing persons.
- Provide the Fire Department personnel with the necessary information about the facility.
- Perform assessment and coordinate weather forecast office emergency closing procedures.