Your request to VluchtLink

Enter the applicant’s details. VluchtLink uses them to review your building and documents and to contact you about your request.

Company details

Company or organisation name

Company street address and house number

Postcode

Town or city

Who should we contact?

Contact person’s name

Telephone number

Business email address

Building name and address, if different from the company address

Internal emergency number for this building (optional)

For your control room, reception or emergency response team. Leave blank if there is no internal number.

Submit your form and attachments

Save the completed PDF. On the website, choose ‘Upload my building’. Attach this form, your drawings and any photos. Select the instructions and languages for the sign. Keep the reference number you receive after submission.

Walk through your building

Use one copy per floor, including the ground floor, basement and upper floors.

How to fill in this form

Type in the fields and choose Save as, or print the form and fill it in by hand. If unsure, select ‘Not sure’. VluchtLink will go over the question with you during the survey.

Building name or address

Which floor are you surveying?

Drawing reference, if available

Date of your walk-through

Who will measure the building?

- ○ I will measure it
- ○ VluchtLink will measure it
- ○ Not decided yet

Where will the plan be displayed?

Describe a recognisable spot, such as the wall beside reception. If you do not yet know the exact position or viewing direction, write ‘Confirm during survey’.

Wall location 1

Which wall will the reader face?

Wall location 2

Which wall will the reader face?

More display locations?

Use another copy of this page and enter the same floor name at the top. You can also number the locations on a copy of the floor plan.

On the next page, record what you see or know about this floor.

Plan and users

Choose one answer per question. If you select Yes, use the field on the right for the location or the local arrangements. You may skip a question.

Are there any rooms on this floor that need their own plan?

Example: In our hotel each room has its own plan on the inside of the door.

○ Yes ○ No ○ Not sure

Location or brief note

Does the request cover only part of this floor?

Example: On the second floor it concerns the west wing, where the treatment rooms are.

○ Yes ○ No ○ Not sure

Location or brief note

Do people here need a language other than Dutch to understand the plan?

Example: Our guests mostly read Dutch and English.

○ Yes ○ No ○ Not sure

Location or brief note

Do different people use the building at night, or does the available assistance change?

Example: Six staff work here during the day. One member of staff looks after guests at night.

○ Yes ○ No ○ Not sure

Location or brief note

Does anyone need assistance to leave the building?

Example: Children in the toddler group go outside with their carers.

○ Yes ○ No ○ Not sure

Location or brief note

Do you have current instructions for a fire or accident?

Example: Beside the lift is the instruction card we used during the last evacuation drill.

○ Yes ○ No ○ Not sure

Location or brief note

Routes and exits

Choose one answer per question. If you select Yes, use the field on the right for the location or the local arrangements. You may skip a question.

Do you know the agreed escape routes and exits for this floor?

Example: Our evacuation procedure specifies the route from reception through the hall to the outside door on the square.

○ Yes ○ No ○ Not sure

Location or brief note

Has a second escape route been agreed from any sign location?

Example: Our evacuation procedure also specifies a second route for the meeting room via the garden-side stairwell.

○ Yes ○ No ○ Not sure

Location or brief note

Does an agreed escape route use stairs or a ramp?

Example: From the first floor the route leads down the stairs beside the meeting room.

○ Yes ○ No ○ Not sure

Location or brief note

Is there a lift on this floor?

Example: On the first floor, two lift doors are opposite the toilets.

○ Yes ○ No ○ Not sure

Location or brief note

Has an assembly point been agreed for after an evacuation?

Example: Our assembly point is by the sign on the square opposite the main entrance.

○ Yes ○ No ○ Not sure

Location or brief note

Is an escape ladder part of an agreed escape route?

Example: Our evacuation procedure shows an escape ladder at the workshop balcony.

○ Yes ○ No ○ Not sure

Location or brief note

Does an escape-route door have a separate emergency release button or lever?

Example: Beside the door from the hall to the outside there is a box marked ‘Deurontgrendeling’ (door release).

○ Yes ○ No ○ Not sure

Location or brief note

Fire alarms and firefighting equipment

Choose one answer per question. List each call point, extinguisher, hose reel, fire telephone or fire blanket on its own row on page 8.

Is there a call point where someone can manually raise the fire alarm?

Example: A red manual fire alarm call point is mounted on the wall by the stairwell door.

○ Yes ○ No ○ Not sure

Brief note

Are there portable fire extinguishers on this floor?

Example: A fire extinguisher hangs in the corridor beside the copy-room door.

○ Yes ○ No ○ Not sure

Brief note

Is there a fire hose wound onto a round reel?

Example: A coiled fire hose hangs in the cabinet opposite the kitchen.

○ Yes ○ No ○ Not sure

Brief note

Is there a site rule against visitors attempting to put out fires?

Example: Our theatre's evacuation procedure says audience members must not attempt to put out fires themselves.

○ Yes ○ No ○ Not sure

Location or brief note

Is there a fixed telephone specifically for reporting a fire?

Example: At the gatehouse there is a handset labelled ‘Brandtelefoon’ (fire telephone).

○ Yes ○ No ○ Not sure

Brief note

Is there a fire blanket on this floor?

Example: Next to the kitchen door is a holder marked ‘Blusdeken’ (fire blanket).

○ Yes ○ No ○ Not sure

Brief note

Rescue and first aid (1 of 2)

Choose one answer per question. If you select Yes, use the field on the right for the location or the local arrangements. You may skip a question.

Is there a designated first-aid point or a fixed location for equipment such as a first-aid kit?

Example: Our first-aid kit hangs in the corridor beside the staff canteen.

○ Yes ○ No ○ Not sure

Location or brief note

Is there an AED here, the device used during resuscitation?

Example: At reception the AED is in a cabinet marked ‘AED’.

○ Yes ○ No ○ Not sure

Location or brief note

Is there a fixed emergency telephone for calling for help?

Example: By the entrance to the plant room there is a telephone marked ‘Noodtelefoon’ (emergency telephone).

○ Yes ○ No ○ Not sure

Location or brief note

Is there a fixed location with a sign indicating that a doctor is based there?

Example: On this floor, a sign marked ‘Arts’ (doctor) hangs beside room 12.

○ Yes ○ No ○ Not sure

Location or brief note

Is there an eyewash station for rinsing the eyes?

Example: An eyewash station is next to the laboratory bench.

○ Yes ○ No ○ Not sure

Location or brief note

Rescue and first aid (2 of 2)

Choose one answer per question. If you select Yes, use the field on the right for the location or the local arrangements. You may skip a question.

Is there an emergency shower for rinsing the body in an emergency?

Example: By the laboratory exit there is a shower marked ‘Nooddouche’ (emergency shower).

○ Yes ○ No ○ Not sure

Location or brief note

Is there a stretcher for moving someone lying down?

Example: A folding stretcher is stored in the cabinet in the first-aid room.

○ Yes ○ No ○ Not sure

Location or brief note

Are there masks specifically intended for use during an escape?

Example: Our escape masks are in the cabinet by the workshop exit.

○ Yes ○ No ○ Not sure

Location or brief note

Is there an evacuation chair for assisting someone during an evacuation?

Example: A folding chair labelled ‘Evacuatiestoel’ (evacuation chair) is kept by the stairwell.

○ Yes ○ No ○ Not sure

Location or brief note

Does the in-house emergency response team (BHV) have a fixed post here?

Example: The room opposite reception is labelled ‘BHV-post’. Our responders report there.

○ Yes ○ No ○ Not sure

Location or brief note

Fire alarm points and firefighting equipment

Use one row per item on this floor. For two extinguishers, fill in two rows, each with its own location.

Name or number of this floor

Building name or address

Which items should you list?

A manual call point, fire extinguisher, fire hose reel, fire telephone or fire blanket. If unsure of its exact location, write ‘Confirm during survey’.

No.	Item	Where is it located?
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

More items or another floor?

Print this page again or save another copy of the blank PDF. Enter the floor on each copy. Give your files clear names, such as Ground-floor.pdf. VluchtLink will agree with you how to send them securely.