

## ENTRANCE HOSTS – CHECKLIST

### CHECKLIST FOR ENTRANCE HOSTS

When working as an entrance host remember to wear representative clothing and always have your LU-card visible.

#### **Before the concert:**

- Take note of all emergency exits and make sure there is free passage to all of them. Evacuation signs must not be covered.
- Make sure you know where the fire extinguishers are placed.
- Make sure you know where any facilitations needed by disabled people are, like accessible toilets and elevators.

#### **Letting the audience in at the main entrance:**

- Make sure the entrance door is open and under constant supervision.
- Show the attendants to the concert hall.
- Take note on any disabled attendees as they might need special attention and help in case of an emergency.

#### **After the concert:**

- Make sure everyone in the audience leaves the building.
- Make sure any used doors are closed and locked.
- The alarm is activated at 11:00 pm (23:00), by then everyone needs to be out.

#### **Telephone numbers and contact details:**

- => Securitas university security guard: 046-222 07 00
- => In case of an emergency call 112
- => Landlord's Emergency line: 010-478 79 79
- => Service coordinator: Brian O'Driscoll: 040-32 54 15

## ENTRANCE HOSTS – CHECKLIST

### **Fire**

In case of fire, the fire alarm will sound. The fire alarm is also automatically connected to the fire department who will arrive asap.

- Help people evacuate through the nearest smoke-free emergency exit.
- Call 112 as soon as possible.
- If possible, try and extinguish the fire.
- Make yourself known to the fire department when they arrive. They will know what to do and how to handle the situation.

### **Broken or faulty main entrance door**

If the main entrance door stops functioning during office hours, contact our service coordinator Brian O’Driscoll (040-32 54 15). If it is outside of office hours, contact the landlord’s emergency line (010-478 79 79) alternatively contact the university security guard (046-222 07 00).

### **Water leakage**

In case of a water leakage contact reception (040-325459) or our service coordinator Brian O’Driscoll (040-325415) during office hours .

If it is outside of office hours contact the landlord’s emergency line (010-478 79 79).

### **Violent or threatful situation**

Never expose yourself to danger. Call 112 immediately if you feel threatened.

If the situation feels manageable you can also call the university security guard (046-222 07 00) for assistance.

In case of an ongoing crime always call 112.