

Security and surveillance

Welcome  
at the National  
Bank of Belgium



Safety Instructions  
to the attention of our visitors

Valid until 31.12.2020

This brochure sets out the safety instructions in force at the National Bank of Belgium. Please keep this document with you.

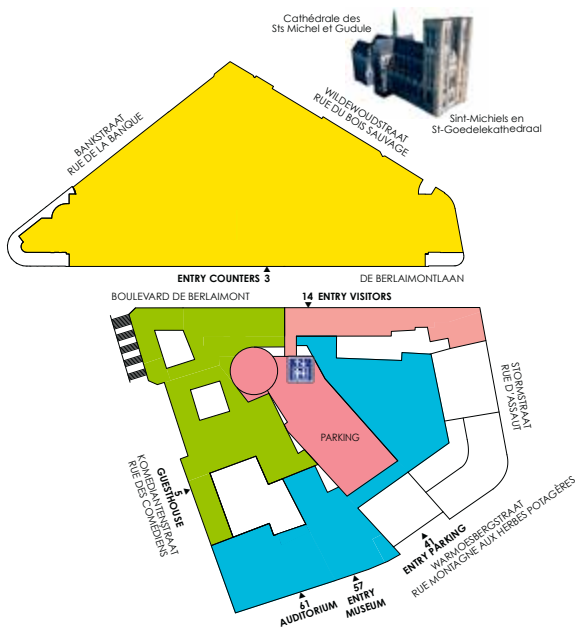
## Useful telephone numbers



**EMERGENCY NUMBER:** **24 00** (02/221 24 00)  
(medical assistance, fire, etc.)

Technical problems: **27 27** (02/221 27 27)

Safety problems: **45 15** (02/221 45 15)



## General safety rules

1. It is compulsory to wear safety boots in the production zones indicated by a pictogram (the Printing Works, for example) and in areas where heavy loads are handled.
2. When visiting potentially dangerous areas, you must wear the appropriate protective equipment put at your disposal (safety goggles, earphones, etc.).



3. Smoking is strictly prohibited in all the NBB buildings, except in the smoking booths provided for this.



## If you are a service provider or carry out contract work

1. Before starting work in our premises, your employer must have given you the necessary information on the safety rules to be followed; these are set out in the terms of reference and the contract with the NBB.
2. If you don't know them, ask your employer because this is an essential condition for starting to work at NBB.
3. If needed, report to your NBB contact person.

## General rules governing security

1. Each badge or daily pass is personal and must be worn so that it is visible. It has to be handed back when leaving the Bank. So, you will get a new badge each time you come in.
2. An NBB staff member will come to the reception desk to meet visitors and will accompany during their stay in our premises.
3. Confidentiality must be strictly respected as regards any information that you receive or may come across during your visit to the Bank.
4. Photographing or filming inside the premises is strictly prohibited.
5. No equipment or tools may be taken from the NBB's premises without its formal prior authorisation.
6. Registration of biometric data is compulsory for the Bank's security zones. To this end, computer data corresponding to the irises of your eyes will be registered.



## What to do in the event of fire and evacuation ?

1. Evacuation signal: messages over loudspeakers and/or continuous sirens.
2. Evacuate the premises with the person accompanying you.
3. Do not use the lifts or the turnstiles or sliding doors.
4. Use the emergency exits (see pictograms).
5. Assemble with members of staff at the central point.
6. At the central point, report to an evacuation officer (identifiable by an yellow coat).



## Your contact at the NBB

(to be completed by the visitor)

Name: .....

Fonction: .....

Tel.: ..... GSM: .....