

# **Overview of selected KPN Security Policies**

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Selected by: Ruud Leurs

<b>Requirement</b>	<b>Incompany Emergency Response ('Incompany Emergency Response')</b>
<b>Description</b>	KPN NL has an emergency response organization ('BHV-organisatie') in line with Health & Safety laws; employees must follow the incompany emergency response procedures (evacuation maps 'ontruimingsplattegronden' and Golden Security Rules).
<b>Supplement</b>	<p>To ensure that emergency response procedures are in place and being followed by employees.</p> <p>Procedures like emergency evacuation rehearsals and instructions of Incompany Emergency Response team are examples of incompany emergency response procedures.</p>
<b>Related info</b>	<p>Health &amp; Safety Laws</p> <p>Evacuation maps</p>
<b>ID</b>	KSP-RE-613
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Health & safety risk assessment and evaluation
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Determination of IES organization for each building</b>
<b>Description</b>	The In-company Emergency Services (IES) organization must be arranged on the basis of a Risk Inventory & Evaluation (RI&E) that must be performed. The residual risks, scale and resources required for the IES organization must be determined by reference to the RI&E. This is described in greater detail in the tool (KSP-GL-80 BHV model). Allowance must be made for any other in-house organizations.
<b>Related info</b>	Arbo-informatieblad A1-10 Incompany Emergency Response en -noodorganisatie
<b>ID</b>	KSP-RE-597
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>Readiness and availability of IES Responders</b>
<b>Description</b>	The IES organization in a building must – during the building's opening hours – have sufficient deployable IES Responders, supplemented as and when necessary by the deployment of properly trained external staff (temporary workers, receptionists, security guards). Cooperation with other tenants or users of the building is mandatory.
<b>ID</b>	KSP-RE-598
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation
<b>Rationale</b>	Health & safety risk assessment and evaluation

<b>Requirement</b>	<b>Self-reliance</b>
<b>Description</b>	Employees must ensure their personal safety and the safety of others and must independently leave the building if required. Employees with a (temporary) disability must proactively draw up a plan of action for any emergencies (such as an evacuation) in consultation with their superior and the IES Orchestrator.
<b>ID</b>	KSP-RE-599
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation

Requirement	Guidance and instruction
<b>Description</b>	<p>KPN will provide proper guidance and instruction in self-reliance and evacuation.</p> <p>The manager/superior must regularly discuss the subjects of safety, health and in-company emergency services (evacuation) as part of regular work meetings or bilateral meetings.</p> <p>The Main Occupant must ensure communication to employees and visitors regarding the safety aspects specific to his building.</p>
<b>ID</b>	KSP-RE-600
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation
<b>Rationale</b>	Health & safety risk assessment and evaluation

<b>Requirement</b>	<b>Education and training</b>
<b>Description</b>	<p>IES courses and training sessions must be provided by trainers selected by KPN Security.</p> <p>IES Responders must hold an up-to-date and certificated first aid diploma.</p>
<b>ID</b>	KSP-RE-601
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation

<b>Requirement</b>	<b>IES resources</b>
<b>Description</b>	<p>KPN Security will select, supply and maintain supporting resources required for in-company emergency services (based on residual risks). This must be done based on the state of the art, science and the reasonableness principle.</p> <p>RES and DTG must provide and maintain building-dedicated fire prevention facilities (including manual fire extinguishers) required by law or by the KSP.</p>
<b>ID</b>	KSP-RE-602
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation
<b>Rationale</b>	Health & safety risk assessment and evaluation



<b>Requirement</b>	<b>Evacuation exercises</b>
<b>Description</b>	<p>KPN must hold annual evacuation exercises at premises where an in company emergency services organization is active.</p> <p>Together with the local IES Orchestrator, the Main Occupant must ensure that these exercises are carried out.</p> <p>Each exercise must be made known beforehand to the KPN Security, Compliance &amp; Integrity Helpdesk.</p>
<b>ID</b>	KSP-RE-603
<b>Version</b>	1.0
<b>Date</b>	December 11, 2017
<b>Rationale</b>	Incompany Emergency Response ('Incompany Emergency Response')
<b>Rationale</b>	Law and regulation