

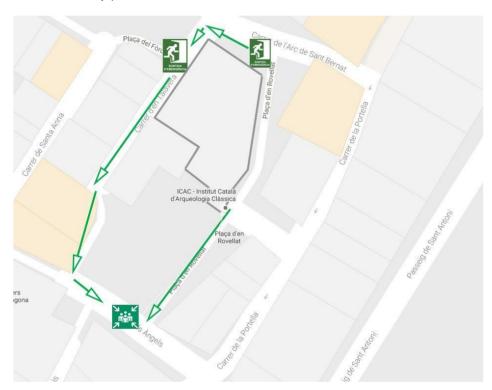
EMERGENCY RESPONSE PLAN

1. Identifying an emergency

- Remain calm.
- Alert any staff in the building (indicate what is happening and where).
- Move away from the hazard area. Close doors and gates.
- Follow the instructions of the emergency team or staff.

2. Siren, evacuation signal

- Safely stop what you are doing.
- Leave the building. Do not run. Follow emergency signalling.
- Go to the assembly point. Follow the instructions of the evacuation team.



3. Safety regulations

- Close doors and windows to prevent the spread of fire.
- If there is smoke, avoid breathing it. If possible, cover your mouth with a damp cloth. Stay low to the ground and move to the exit.
- Do not open doors if they are very hot. Find an alternative exit.
- When evacuating, never turn back or go in the opposite direction.
- Do not use the lift.
- Do not attempt to go through fire or thick smoke. Close the doors and alert others to your presence by any means available (window, telephone, etc.).
- If you have reduced mobility or disability, find someone to help you. Evacuate behind others to avoid slowing the pace of evacuation. In case of fire, remain in a place away from the fire, close to an emergency exit and visible from the outside, if possible. Wait to be rescued by the fire brigade.

NOTE: See the evacuation route maps on the back of this document.

