



IN CASE OF AN EMERGENCY

IMPORTANT TELEPHONE NUMBERS

93 592 4499:	Security Access
93 592 4300:	Reception
112:	Emergencies
When you are calling you MUST inform:	
WHO is calling:	Name & Surname (Co.)
WHAT 's happen:	Smoke / Smelling / Accident / ...
WHERE are you:	Building / Floor / Office / ...

	<p>Upon receiving the evacuation order be prepared to leave the building, remain calm and disconnect electrical and heat equipment. Follow the staff from the emergency team</p>	
		<p>Go to the nearest exit following the signs</p>
	<p>Do not use elevators, nor forklifts, nor Main Staircase</p>	
		<p>Go to the Meeting Point</p>

INFORMATION CIRCULAR TO ALL THE STAFF OF THE BUILDING

In case with an emergency situation or drill the Emergency Plan can start to evacuate of the building.

You will be contacted by one of the following means:

- prolonged sound sirens.
- So, personally or by telephone by the members of the Security Service or alarm and evacuation equipment.
- By voice message through the public address system.

The basic instructions you need to know are:

- We need to quickly leave the building, accompanied by his visits.
- Do not lock the door.
- Must maintain at all times calm, not shout and especially do not run, and that his fall could have grave consequences to hinder the evacuation route and the fall of others.
- Carefully follow the instructions that are provided by the components of the emergency and evacuation equipment.
- Do not carry heavy or bulky objects.
- Do not use the lifts or the main staircase.
- During the evacuation did not go back to collect their personal belongings or search for other people, and that would hinder the evacuation to other staff.
- If there is heavy smoke, crouch walk and cover your nose and mouth with a handkerchief or other cloth.
- If your clothes catch fire, roll on the floor and above all do not run, and that will trigger more fire.
- If exits are not usable or is incapacitated notify calling to x**4499**, stay in your room with the door closed. Point your presence through the window.
- Once you leave the building, go to the Meeting Point assigned area and await instructions. Do not leave the Meeting Point area until given the order.