

HOW TO PROCEED IN CASE OF EMERGENCY

INSTRUCTIONS IN CASE OF EMERGENCY

IF YOU HEAR THE EMERGENCY EXIT ORDER THROUGH THE PA SYSTEM:

- 1. KEEP CALM, ACT CALMLY, DO NOT SCREAM OR RUN.**
- 2. FOLLOW THE SIGNS IN ORDER AND DO NOT STOP. CLOSE THE DOORS AFTER YOU IF THERE IS NO ONE BEHIND YOU.**
- 3. TRY TO WALK SPEEDILY BUT DO NOT HURRY. DO NOT TRY TO GO BACK.**
- 4. ASSIST THE IMPAIRED PEOPLE THAT MAY BE IN NEED OF YOUR HELP.**
- 5. GO TOWARDS THE STAIRWAY YOU ARE TOLD TO. DO NOT USE THE ELEVATORS.**
- 6. FOLLOW THE INSTRUCTIONS OF THE EMERGENCY TEAMS AND COLLABORATE WITH THEM.**
- 7. EXIT THE BUILDING AND GO TO THE MEETING POINT YOU HAVE BEEN INDICATED.**

IN CASE OF FIRE:

- 1. GO TO THE ALARM BUTTON AND INFORM THE BUILDING'S PERSONNEL WHERE THE FIRE IS LOCATED.**
- 2. IF THERE IS SMOKE COVER YOUR NOSE AND MOUTH WITH A CLOTH AND MOVE KEEPING LOW TO THE FLOOR.**