

## IN CASE OF FIRE

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In case of fire it is important that you follow the five steps below:

### Rescue

Save yourself and help others who are in danger. Avoid walking through smoke and crawl on the floor if the room is filled with smoke.



### Warn

Alert people around you that haven't noticed the fire.



### Alarm

Dial 112 and tell what has happened, where the fire is, and who you are.



### Extinguish

Start extinguishing the fire if you can do so safely. There are fire extinguishers placed on each floor in all the buildings. Their placements are marked in the evacuation plans.



### Evacuate

Use the nearest exit to leave the building. The green signs will guide you to the exits. The elevators can't be used in case of fire. Bear in mind that persons with reduced mobility might need help to leave the building.



## Evacuation alarm

There is an evacuation alarm at the School of Economics and Management, and when the alarm is sounding you must leave the building. Even if there are no obvious signs of fire, the alarm must be taken seriously. The alarm consists of a voice message that goes *"Attention please. Attention please. Fire has been reported in the building. Please leave the building immediately by the nearest exit"*. The voice message is preceded by an acoustic signal.

## Assembly point

After leaving the building you must go to an assembly point which is marked by a green sign. Try to figure out if anyone is missing. At the School of Economics and Management there are three assembly points:

- Alfa1: the parking area 30 meters south of the building.
- EC1: the parking space 30 meters south of the main entrance.
- EC2: bicycle stands 30 meters west of the main entrance.
- EC3: Use the assembly point of EC1 or EC2

Find out which assembly point you should go to by studying an evacuation plan.



## Evacuation plan

There are evacuation plans on each floor in all the buildings and they contain essential information. Study the evacuation plan of the building you work in to find out the location of:

- escape routes and exits.
- fire extinguishers.
- assembly points.

