

# EMERGENCY ACTION INSTRUCTIONS

## If you discover a fire:

- Keep calm. **Do not shout or run.**
- **Alert** Reception promptly, either personally or by activating alarms.
- Close all doors behind you on your way out.



## If you see smoke:

- Stay **low** to the ground or, if necessary, crawl towards the exit.
- If possible, cover your mouth and nose with and breathe through a damp cloth.
- If fire or smoke is blocking your escape route, close the door and do everything you can to alert people to your presence.



## If your clothes catch fire:

- **Do not run.** Drop to the ground and roll.



## In the event of evacuation:

- There is an organization prepared to take emergency action. Follow the instructions of the evacuation teams that will assist with evacuation.

### Fire alarms will signal the general evacuation order

- Once evacuation is under way, do not go back. Proceed directly to the closest exit. Do not transport voluminous objects.
- Walk quickly, but do not run.
- If necessary, help the evacuation teams to assist people with disabilities.
- After leaving the building, proceed directly to the outside assembly point (see map overleaf) to facilitate the intervention of the external emergency services.



## Fire prevention guidance

- Remember that generally it takes only a small spark to start a large blaze.
- Do not leave lit cigarettes lying around; always dispose of them in proper ashtrays.
- Make sure cigarette butts are fully extinguished.
- Do not smoke in areas where it is prohibited.
- Make sure you are acquainted with escape routes and evacuation procedures, as well as the outside assembly location.

