

EMERGENCY PLAN

IN CASE OF AN EMERGENCY EVACUATION

With the sound of the alarm system, you proceed with the following actions:



1. Evacuate the building through the nearest **Emergency Exit** following the guidance of Teaching staff (for those in Teaching-rooms/laboratories), Emergency Floor Coordinators or other University Staff members based on your location.
2. **Do not use the elevator.**

**ASSEMBLY
POINT**

3. Safely proceed to designated **Assembly Area.** (Parking area)



4. If you need assistance, ask University Staff members to help you reach a safe area.



5. **DO NOT** stop to collect your personal belongings.
6. **DO NOT** re-enter the building until given permission.

HUMAN SAFETY IS ALWAYS PRIORITY