

## EMERGENCY PLAN

### IN CASE OF FIRE

If you discover a fire that you cannot immediately address without endangering your safety, follow these actions:



1. Activate the Alarm System.



2. Notify the Fire Brigade by calling 112.



3. Notify a staff member trained in using a fire extinguisher.

If you know how to use one, attempt to extinguish the fire without risking your personal safety.



4. 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.

**Do not use the elevator.**



5. Safely proceed to designated Assembly Area. (Parking area)



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



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

**HUMAN SAFETY IS ALWAYS PRIORITY**