



IN CASE OF EMERGENCY, REMAIN CALM AND FOLLOW THE PAS PROCEDURE

PROTECT

- Protect yourself and any people or property exposed to risk.
- If possible, eliminate as soon as possible the cause that could lead to an emergency situation.
- In the event of a fire, prevent it from spreading by moving combustible material away from the fire and closing the door of the room where it has occurred.

ALERT

- Alert the people around you, so that they are aware of the situation and can help resolve it.
- Alert the centre's concierge/reception desk and request assistance from the emergency personnel.
- This warning may be given in person, by telephone, or by using the nearest alarm push button.
- State the type of emergency and its location.

SUPPORT

- Help resolve the emergency according to your duties.
- Until the intervention team arrives, and only if you are trained to do so, try to extinguish the fire using the appropriate extinguisher, but never do so alone.
- In the event of a medical emergency, carry out the appropriate First Aid actions.



IN CASE OF FIRE

- Remain calm: follow the PAS procedure.
- The intervention personnel will take command of the situation; offer your cooperation as far as you are able.
- If they are unable to control it, they will close the room where the fire has occurred and identify the danger by placing an extinguisher in front of its door.
- In that case, the situation will be considered a General Emergency; the Emergency Management Team will immediately:
 - Issue the Evacuation Order.
 - Notify External Assistance: emergency number **112**.

- It is very important to follow these rules:
 - Follow the instructions given by the emergency teams.
 - Go to the assembly point using the evacuation route closest to where you are.
 - Never enter an unfamiliar area to fight a fire.
 - Never use the lift.
 - If there is heavy smoke, walk crouched down and cover your nose and mouth with a damp cloth.
 - If your clothes catch fire, drop to the floor and roll; do not run, as this would make the fire burn more intensely.



IN CASE OF AN EARTHQUAKE

- During the earthquake
 - Stay away from windows and other areas that could break and fall on you.
 - Protect your head.
 - Do not rush towards the exits.
 - Wait for the evacuation order.
- After the earthquake
 - Obey the emergency personnel.
 - Follow the instructions given in the event of evacuation.
 - Never use the lift.
 - Do not light lighters or matches.
 - Remain at the assembly point until further notice.



IN CASE OF EVACUATION

- If the alarm siren is activated, remain alert and prepare in case you have to leave the place where you are:
 - If the signal is short, it is probably a false alarm: remain alert.
 - If the signal continues over time, ask the emergency personnel whether an Evacuation Order has been issued.
- Identify the evacuation routes closest to you.
- The centre's emergency personnel will confirm in person at the concierge/reception desk whether there is an Evacuation Order.
- If so, they will immediately communicate it and identify each evacuated area by placing an object in front of its door, such as a chair or wastepaper bin.
- Accompany any visitors to the centre who are with you.



When you receive an Evacuation Order, remain calm:

- Walk quickly, but do not run.
- Help people with reduced mobility.
- If for any reason you are unable to evacuate, you must report this to the concierge/reception desk.
- Do not stop to collect personal belongings or go back.
- Never push on the stairs.
- Never use the lift.
- Once you have left the building, go to the Assembly Point and check whether anyone is missing so that this can be reported to the centre's emergency team.
- Remain there until further notice.



USE OF THE FIRE EXTINGUISHER

General rule: ABC powder extinguisher
Electrical fires: CO₂ extinguisher

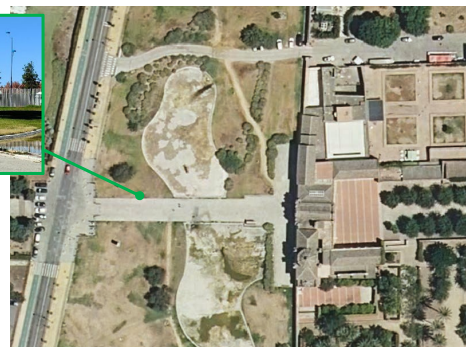
BEFORE APPROACHING THE FIRE

- Choose the appropriate extinguisher.
- Remove the safety pin.
- Carry out a test discharge.
- Make sure you have an escape route.
- Hold the extinguisher by the valve with your weaker hand and control the nozzle with the other hand.
- Open the door of the room where the fire has occurred very carefully.

DURING THE INTERVENTION

- Press the valve and direct the extinguishing agent at the base of the flames.
- Sweep the extinguishing agent from side to side in a zigzag motion.
- Move forward as the flames go out.
- Make sure the fire is extinguished and remain there on standby.
- If you are unable to control it, close the room where the fire has occurred and identify the danger by placing the extinguisher in front of its door.

ASSEMBLY POINT



In case of
emergency, call:
954 46 22 99
(dial 0)



More information

