Altitude 500

FIRE EVACUATION PROCEDURE

1 RAISE THE ALARM



- As soon as you discover a fire or smoke, warn the people nearby immediately.
- Activate the fire alarm.
- Call the emergency number **112** as soon as possible and give clear information without putting yourself in danger.

2 EVACUATE THE PREMISES



- Stop all activities immediately and evacuate the premises calmly, without running or pushing.

Each staff member must ensure they accompany their closest colleague to make sure no one is left alone or forgotten.

- Help people with disabilities, as far as possible and without putting yourself in danger.
- Use the emergency exits and follow the planned evacuation routes.
- Do not go back to collect personal belongings.
- Never try to cross a smoke-filled area or a dangerous passage.

3 GO TO THE ASSEMBLY POINT



- Go to the external assembly point designated by the company: **the truck parking area.**
- Stay with your colleagues and join the rest of the staff.
- Immediately report any missing or potentially trapped person to the emergency services.

4 CHECK EVERYONE IS PRESENT



- The designated person carries out a headcount of the staff and any visitors.
- Any missing person must be reported to the emergency services.
- Never re-enter the building to look for someone.

5 FOLLOW INSTRUCTIONS



- Stay at the assembly point and follow the instructions of the emergency personnel and the competent services.
- Do not re-enter the premises until authorised by the competent authorities.

KEY MESSAGE

The absolute priority is to save lives.

Evacuate immediately, accompany your closest colleague if this can be done without danger, and never put yourself at risk.

Your safety is everyone's business !