

GUIDELINES IN CASE OF FIRE AND EVACUATION

FIRE: WHAT TO DO?

1. Alert



- Assess the situation
- Depending on the severity of the situation, call:
 - Tiago Guedes (+41 79 357 80 73)
 - Ronnie Baccalà (+41 79 390 59 62)
 - Firefighters (118),
- Information to provide:
 - who is calling and from where
 - what happened
 - when did it happen
 - how many people are involved

➔ **DIRECT ALARM WITH FIRE BUTTON**



2. Stay calm

- Do not use the lift

3. Save



- Take people in danger to a safe place
- Give first aid
- Close doors and windows

4. Put out the fire



- Make sure you are not in a dangerous situation and always secure an escape route
- Go to the nearest fire extinguisher
- Use the extinguisher correctly from bottom to top and from outside to inside
- Once the fire is out, continue to monitor the area

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EVACUATION

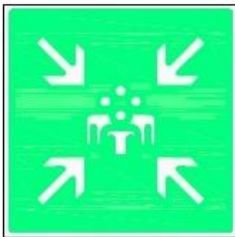


1. Leave the building immediately when an alarm is activated

2. Stay calm

- Do not use the lift
- Help people in difficulty
- Close doors
- Follow signs and use emergency exits

3. Meeting point



- Go to the pre-arranged external meeting point
- Meet with the members of the working group and check that they are all present
- Inform the safety officer of any missing persons with reference to the laboratory or office number
- Do not re-enter the building until the "go-ahead" has been given

