

If the order is given to evacuate the building, please take the following into account for your and other people's safety:

- When the evacuation order is given over the loudspeaker system, get ready to leave your workstation and make your way out of the building.
- If the loudspeaker message is not clear, ask for instructions by phoning 8802.
- If you are with a visitor, accompany them outside.
- Do not use the lifts.
- Do not go back in, you could cause congestion.
- While the building is being evacuated, follow the instructions of the evacuation and emergency teams, who will be wearing reflective jackets.
- Stay calm and if you see anybody panicking, try to calm them down.
- Please help people having difficulties or in danger as you make your way outside.
- Go to the muster point and **DO NOT STOP** in the exit door, as that is very dangerous and could cause a stampede.