



Emergency / Security

Once in the room, please, take a few moments to familiarise yourself with the emergency exits located closest to your room, as well as fire alarms and fire extinguishers on your floor. You will find a map of the emergency exits on the back side of your room door and also in the corridor.

Remember: Do not use the elevator in case of a fire, take the emergency stairway.

We recommend you to count the doors between your room and the fire exits. It could be useful in case of fire.

If you hear a fire alarm, see smoke or feel heat, take the following actions:

1. In case the alarm signal has not been activated yet:
Call the operator on extension 5066 to raise the alarm
2. Close the window
3. Leave your room (in case of smoke: do not stand!, crawl)
4. Close the door
5. Do not use the elevator
6. Use the closest emergency exit
7. Go to the meeting point outside the building

Emergency number

5066

If you are trapped in your room, call the emergency number and say your name or your room number.

Medical emergencies

0112