







## Evacuation

When the alarm sounds, it is important to know what is expected of you. The following instructions are for employees and for teachers to guide their students outside.






### Evacuation instructions for employees

When the evacuation signal sounds, you need to act as follows:

	If you hear a 'slow whoop' signal you need to leave the room as quickly but as safely as possible via the nearest (emergency) exit.
	Follow the escape route symbols. These consist of white pictograms on a green background and are illuminated.
	
	Inform the evacuation staff and/or emergency staff if there are still people inside the building. Gather at the Designated gathering point.
	Elevators are out of service in case of fire. Always take the stairs.
	Always follow the instructions of the Emergency Response Team (recognizable by the bright colored vests). These are always overruling, even if they are contradicting the standard procedures as described above.

### Instruction for the lecturer

When you hear the evacuation signal instruct all those present as follows:

Indicate the emergency exits (see map in the room)	
Leave the room quickly and calmly Walk calmly to the emergency exits (follow the evacuation plan)	
Don't use the elevator	
Gather at the designated gathering point	
Report missing persons Await further instructions	
The lecturer leaves last and closes the door(s)	