

# EMERGENCY PROTOCOL

## 1. Detection; notification of unusual events:

Notifying the Armed Security Office (ASO) on the phonenumber below listed

In case of fire: 15-00, 16-00

In any other cases: ASO: 11-55, 24-32

Main Reception: 11-87, 17-45

Medical Station: 14-45

Details that should be given:

- the events exact location
- the events nature
- is a person injured, are there any lives at risk
- are there any technological threats involved( radiation source, gas tank, chemical reaction, etc. )
- the callers ID, phone number

## 2. Declaration of emergency state

Alarming the site in the following order:

- vocalizing the siren
- an Armed Security Officer with the help of a cars loudspeaker informs the site about the cause of the emergency and presents the what to dos
- the sites Maintener Company informs the leaders of the institutes and companies on the site about the situation

## 3. Leaving the offices and laboratories

In case of alarm the workers ensure the safe conditions of leaving the work area int the following ways:

- switching of their operated machinery
- shutting down the water and the gas pipes
- closing all windows
- closing but not locking up the doors after leaving
- leaving the buildings (only through staircases, elevators can not be used)

## 4. Leaving the site

- The evacuation is coordinated by the ASO. They evacuate the workers through the main entrance. The ASO may redirect the people to the upper entrance by the restaurant.
- Leaving the site will happen on foot or by car. Busses with the sign „K” will transport the pedestrians away. Upon the arrival of the police the ASO coordinates the traffic.