

**EVACUATION ROUTES**  
**(indoor)**

You can find this information in different places around the office.



**EMERGENCY PHONE NUMBERS:**

You can find this information in different places around the office.

**DESIGNATED ASSEMBLY POINTS**  
**(outdoor)**

You can find this information in different places around the office.

# Emergency plan

## Guide for visitors



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*For your own safety, please, read carefully.*

*Thank you for your cooperation.*

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## SAFETY GUIDELINES IN EMERGENCY

All Microsoft (MS) offices run an Emergency Plan operating in case of emergency, it's provided with fire alarm, detection and protection systems, as well as an Emergency Team properly trained to help you out over an emergency.

Thank you FOR YOUR COLLABORATION working with us reading the following information:

### 1. General instructions:

- Identify yourself as a MS Visitor at Security Control.
- All visitors to the MS offices shall in case of emergency:
  - a) Follow the instructions of the MS/Building Emergency Team (ET) and proceed to evacuate the offices if the evacuation signal is activated and/or indicated by the ET or proceed to the confinement if the emergency so requires.
  - b) Respect and comply with all existing Health and Safety regulations in the office.
  - c) Familiarize yourself with the working environment by locating escape routes, emergency exits and fire safety equipment:



- MS Emergency Team will be properly identified with reflective waistcoats with the MS logo.
- Remember that emergency notification may be given in different ways:
  - a) Alarm Siren
  - b) Public Address Message
  - c) Direct notification by Emergency Team members

### 2. What should you do when you detect a hazardous or emergency?

- Stay calm.
- Inform the MS Emergency Team or Safety/Security Service 24\*7.
- If you cannot contact MS Emergency Team or Service 24\*7, please, press the alarm button nearest the emergency.
- Be careful not expose yourself to unnecessary risks

### 3. Emergency Evacuation Instructions

#### Inside the building:

Exit the office/building quickly and in an orderly manner using the nearest emergency exit. To do this:

- ❖ Do not stop in escape routes or try to go in the opposite direction.
- ❖ Do not use lifts
- ❖ Do not stop to pick up personal belongings or search for people.
- ❖ Assist in the evacuation of disabled or injured people.

NOTE: People with mobility difficulties should wait inside the MS office for assistance.

#### Outside the building:

Proceed to the **assembly point** indicated and remain there until further instructions and do not return to the evacuated building unless instructed to do so.

### 4. Smoke - What to do:

- Duck and crawl to the nearest exit, if you can.
- If you can't, close the doors between you and the smoke. Cover cracks around doors and openings, using rags, rugs... and wet them if you have water nearby

NOTE: Before opening any door, lightly touch the handle or with the back of your hand slowly work your way up from the bottom to the top of the door. If it is hot, do not open it. If it is cold, open it slightly, if there is hot or strong smoke, close the door and stay in the room

- Look for a room with windows to the outside and open it slightly if possible.
- Point out your location from the window and if you find a phone, call one of the emergency numbers.

#### **Useful guideline to prevent emergency:**

- ❖ Keep ways and exits clear of obstacles.
- ❖ Do not obstruct access to extinguishing equipment (fire extinguishers, hoses, etc.).
- ❖ Do not overload sockets.
- ❖ Keep combustible materials (paper, cardboard, etc.) away from possible sources of heat (sockets, electrical panels, etc.).
- ❖ Do not leave personal belongings abandoned in the office (backpacks, suitcases, etc.).
- ❖ Do not smoke inside the offices