

Fire instructions at IOB

When you detect a fire or hear the fire alarm, it is your duty to leave the building! Use the nearest available escape route to the meeting point outside near the oval room. Follow the orders given by the person in charge.

Depending on the conditions, you can:

Warn:

In the event of a real fire, activate the nearest fire alarm.
In the event of an unwanted alarm, report it to the security center
(vaktsentralen): (230) 74670

Rescue:

Help those who is affected by smoke or fire to the nearest safe place.
Pay special attention to people with disabilities.

Extinguish:

Try to extinguish the fire.

Restrict:

Close doors and windows, especially at the fire location.

Evacuate:

Use the nearest available escape route.
All persons must gather **outdoors, outside the oval room**.
Register the remaining people and report to the floor manager.

Fire 110

Police 112

Ambulance 113

Roll	Tasks during evacuation
Person in charge	<i>The office manager Lin Ullern is responsible when present. Alternatively, the fire protection contact Olav Schreurs. This responsibility ceases when external scene management (police or fire service) arrives on scene. In the event of a fire, the person in charge must check the fireboard on the 1st floor to locate the fire site.</i>
Floor manager	Puts on the orange vest and systematically checks all rooms within the designated area for remaining persons and possible fire site and reports promptly to the person in charge.

