

- **In the Evacuation day:**

- During the preparation meeting in the morning, assign locations to the observers. There should be a minimum of one observer per floor, and also place observers at building entries and corridors if there are enough available.
- The TSO (Technical Safety Officer) **puts on a vest and walks out of the building towards the meeting point**, just like any other person in the building.
- **No cars should be moving around in the parking area during the evacuation.**
- **The TSO calls for all emergency guides and asks them to report their locations, including anyone left behind, open doors, etc.** The TSO should gather this information and add it to the final report. Emergency guides can report during the post-evacuation meeting or via email if they are unable to attend.
- Once at the meeting point, the TSO can **ask any participant to check for anything that may be missing, such as people waiting at other meeting points or a specific building entry, etc.**
- The evacuation is considered **complete when the siren is turned off and the fire brigade (dial 74848) notifies the TSO that the evacuation has concluded.** Then, the TSO can instruct people to return to their offices.
- It's advisable to assign a couple of people to manage any traffic in the parking area of B513 to prevent accidents with people at the meeting point.
- A report about the evacuation must be filled out in [EDMS](#). The report should include feedback from emergency guides and other attendees of the preparation meeting (fire brigade, etc). It may also include pictures depicting specific situations or obstacles, etc. Previous year's reports are available in [the parent directory](#).

