

ITQB NOVA Evacuation Rules

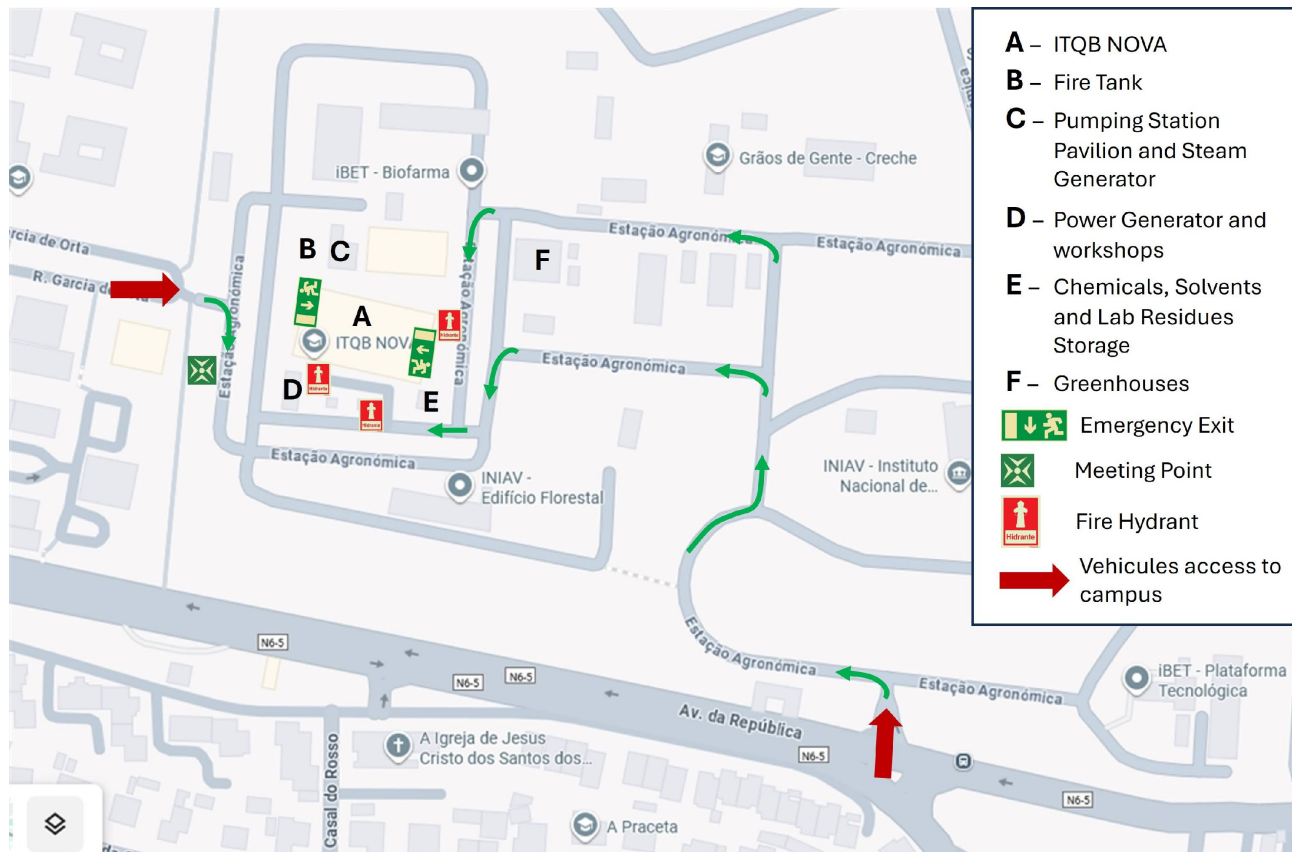
Whenever the **emergency alarm** is activated (**siren** sounds and **fireproof doors close**), act as quickly as possible, without putting yourself or others in danger and following the instructions given by Safety personnel:

1. Leave the building, heading to the **Emergency Exits**. Before leaving your workplace, you should, if possible, leave laboratory equipment in safe mode, especially those that may cause fires (Bunsen burners, hotplates, heating mantles, etc.), and check that doors and windows are closed.
2. The last person to leave must place the photoluminescent sign outside the door, indicating that the laboratory/room is unoccupied. **Wait** by the stairs for the **Queue Leader to give the evacuation order**.
3. If there is heat due to flames, walk under the automatic sprinklers in the corridors or wet yourself completely using the emergency shower in the laboratory.
4. Do not deviate from your normal emergency route or delay unnecessarily to retrieve personal belongings. Delaying your exit may put yourself and others in danger. Do not open fireproof doors along the way. **DO NOT USE ELEVATORS**.
5. The **Emergency Team** of each floor (1 Queue Leader and 2 Queue Rearguards) must **wear safety vests (all) and collect the floor identification plate (Queue Leader)**, check if the team is complete, and see if there is a need to help people with reduced mobility or victims who may need to be moved. The **Queue Leader** must designate elements to complete the emergency team, if someone is not present at the time, or to assist disabled people, if necessary, and gives the evacuation order. The **Queue Rearguards** (one per corridor) must notify and check all laboratories/rooms in the corresponding sector, including common rooms and bathrooms, and direct people to the respective exits. Check unmarked locations and place the photoluminescent signs outside the door of each laboratory/room, after confirming that they are unoccupied.
6. Go down the stairs **without running** (staying in single file next to the handrail) and head for the emergency exits located on **Floor 2** – main entrance (Reception – sector B) and at the end of the north/west corridor (Library corridor – sector A). In the event of

a partial alarm, unless the emergency occurs in sector 2 A, occupants of any floor/sector of the building should descend the stairs to Floor 2 and exit through the main door.

7. Outside, walk to the **Meeting Point** (marked with  on the plan) and gather with your Queue Leader and/or Floor Coordinator (vest and/or flag identified with the number and sector of the floor) so that all occupants of the building can be accounted for. If anyone who was in the building is missing from the Meeting Point, this **must be reported immediately to the Queue Leader**.
8. Do not re-enter the building until you are specifically told that it is safe to return.

ITQB NOVA Emergency map



Note: The red phones at the safety panels dial directly to the 1st floor Security Office. They cannot be used to call 112, fireman or other emergency agencies.