

## EVACUATION ROUTES (indoor)



### EMERGENCY PHONE NUMBERS:

#### MS Emergency Manager:

Alejandro David Campoy: +34 620 510 748  
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Ignacio Lago Fernández: + 34 609125 302

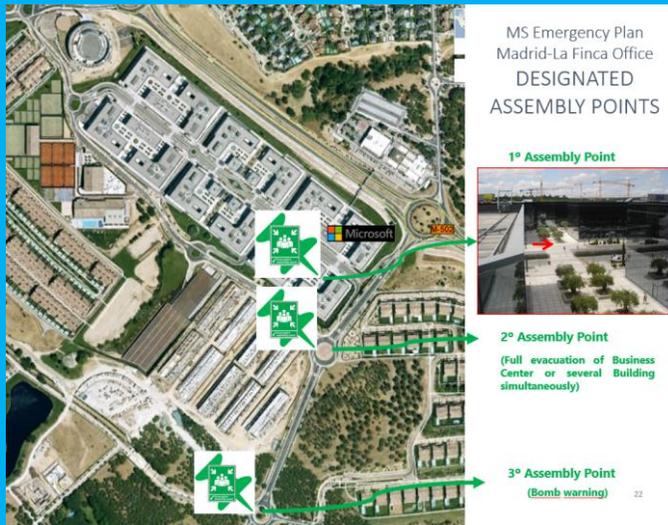
#### Service 24 h \* 7 days

+34 91 799 51 01  
+34 620 816 725

#### Spain Emergency Number:

112

## DESIGNATED ASSEMBLY POINTS



MS Emergency Plan  
Madrid-La Finca Office  
DESIGNATED  
ASSEMBLY POINTS

#### 1<sup>o</sup> Assembly Point



#### 2<sup>o</sup> Assembly Point

(Full evacuation of Business Center or several Building simultaneously)

#### 3<sup>o</sup> Assembly Point (Bomb warning)

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# Emergency Plan

## Guide for visitors



Pso. del Club Deportivo, 1  
CE La Finca – Edificio 1  
28223 Pozuelo de Alarcón  
Madrid – Spain

*For own safety, please, read Carefully.  
Thanks for your cooperation.*

## 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.
- MS Visitors are required by MS Emergency Plan:
  - a) To evacuate the building when the fire alarm sounds or when MS Emergency Team ask for.
  - b) To confine inside the MS Office instead of evacuation.
- MS Emergency Team is always clearly identified with reflective vests identified with the MS logo.
- You must follow mandatory instructions from MS Emergency Team from the first moment you are visiting MS office and follow up MS standards for the safety, security, health and well-being.
- Visitors must be accounted to familiarize about evacuation areas and routes, designated assembly point and fire protection equipment.



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### Emergency Sounds:

- Fire alarm
  - Loudspeakers
  - Emergency Team
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- Remember there are several emergency sounds.

### 2. Emergency Evacuation Instructions:

- When a fire alarm sounds, please, proceed to evacuate the building quickly; do not panic, not run, go directly to the nearest exit shown by an exit sign.

NOTE: People who walk slowly or need assistance should wait at MS Office till Emergency Team will help you.

- Avoid elevators use.
- Leave the area quickly and forget personal belongings and, also, do not find people.
- If Emergency Team request your help with disabled or injured people over the evacuation, please, do it.
- Unobstructed and clear exits, do not back to the office.
- Proceed immediately to designated assembly points and wait for instructions from Emergency Team

NOTE: Strictly forbidden to enter to the building after evacuation if the Emergency Team confirm the building is safety.

### 3. Smoke - What to do:

- Get down and crawl, cover your nose/mouth with a damp cloth or handkerchief.
- Before opening any doors, touch the door knob or handle. If it's hot, don't open the door. If it's cool, open slightly, if heat or heavy smoke is over there, close the door and stay in the room. Contac with Emergency Team and advise them of your location.

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

- 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

### Useful guideline to prevent emergency:

- ❖ Keep lobbies, corridors, aisles, floors, doors, and exits clear of obstructions to allow safe exit at all times.
- ❖ Do not overload the electrical outlets.
- ❖ Keep away from ignition's sources (outlets, electrical panels...) all combustible materials (paper, cardboard...)
- ❖ Keep fire protection equipment clear of obstructions (ie: don't hang over jacket on fire extinguisher)
- ❖ Do not leave your personal belongings unattended in MS Office (backpacks, suitcases...)