# Procedure for Protection and Evacuation during Emergencies

1. In case of fire:

To minimize the risk of fire and save energy, faculty, staff members and tenants leasing space at AUA Buildings should turn off the lights, electric heaters and electric appliances (excluding computers) when not in their offices for an extended period of time. All AUA Buildings are equipped with an automatic fire alarm system. In case of fire, the system triggers a fire alarm; upon hearing this fire alarm, classes and other events should be stopped, and people should leave the building immediately.

The security service will inform the AUA community about the need for evacuation through loudspeaker or other means.

In case of false alarms, the AUA community will be informed by the security services and employees who are assigned with fire emergency responsibilities.

The AUA buildings are also equipped with fire extinguishers, which can be used by building maintenance staff, security services and firemen only.

Upon noticing fire or smoke in the building, faculty, students, and staff should contact the AUA Security Service (ext. 27-27 in the Main Building and 27-29 in PAB) or the Superintendent (ext. 27-70).

1. In case of earthquake, the entire community will be evacuated from the building.
2. In case of chemical/bacterial danger, the AUA community will be directed to a safe area, currently designated as the PAB’s parking area.

During evacuation in the event of fire or other emergencies, the elevators will be shut down and people should leave the building using the stairways.

The scheme for evacuation flow is posted on every floor. The building maintenance and security officers are responsible for directing the evacuation process.