

QUICK GUIDE TO BUILDING EVACUATION



This guide is addressed to staff, faculty members, students, and visitors of the Athens University of Economics and Business building at Evelpidon St. and explains, in a clear and practical manner, what actions to take in the event of an emergency requiring building evacuation.

**Be prepared,
stay safe**

**Preparation
matters**



WHEN TO EVACUATE



Evacuate the building immediately when:

- The **alarm** sounds
- There is a **fire**, smoke, or a burning smell
- An **earthquake** occurs (after the shaking stops)
- You are instructed to do so by security staff or authorities





WHAT TO DO IMMEDIATELY

KEEP CALM
AND

First of all

- Stay **calm**
- Stop what you are doing and prepare to **leave**
- Take only **essential** personal belongings
- **Do not run, push or shout**
- Follow the **green exit signs** and evacuation plans



Movement Inside the Building

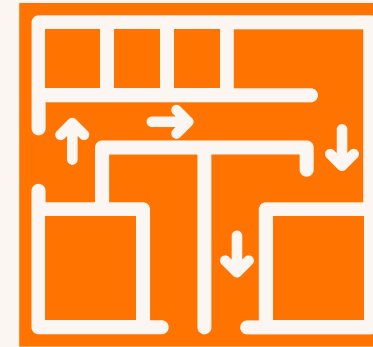
- Use the **stairs** only
- Do not use the elevator
- Follow the shortest and safest **escape route**
- In case of smoke, stay low and cover your mouth and nose



HOW SHOULD I MOVE THROUGH THE BUILDING?



Exits and Escape Routes



Building safety features:

- **Main Stairs:** Exit through the central gate to a private road, leading to either **Evelpidon St. or Lefkados St.**
- **Auxiliary Stairs:** Exit through the central gate to a private road, leading to either **Evelpidon St. or Lefkados St.**
- Always follow the **escape plan** of the floor you are currently on.



ESCAPE





Helping Others

- Help persons with mobility or other disabilities.
- Do not leave them unattended.
- Inform security personnel if someone is unable to evacuate.

LEND A HAND

**HELPING PERSONS IN
NEED**





ASSEMBLY POINTS



— After exiting : Proceed to the designated **assembly point** —

Evelpidon St. sidewalk

Lefkados St. sidewalk

**Remain there until further instructions are given
Do not re-enter the building without authorization**

Fire

- Push the **fire alarm** button
- Call **199** (Fire Service) if necessary
- **Close doors and windows** (do not lock them)
- **Evacuate** the area immediately



IN CASE OF FIRE



SAFETY REMINDERS



— Always follow the instructions of security personnel and the authorities —

Know your **floor exits** in
advance

Read the posted **escape**
plans

Participate in **evacuation**
drills

Staying calm and cooperating saves lives

ΣΧΕΔΙΟ ΔΙΑΣΩΣΗΣ ΚΑΙ ΔΙΑΦΥΓΗΣ - ESCAPE PLAN



47 Evelpidon & 33 Lefkados St.

1st Floor

Find the escape plans posted on each floor

ΟΔΗΓΙΕΣ / SAFETY NOTICES

ΦΩΤΙΑ / FIRE

- Πιέστε το κουμπί αναγγελίας πυρκαγιάς / Push the alarm button
- Καλέστε το 199 / Call 199
- Αναφέρατε το όνομά σας και την τοποθεσία σας / Report your name and location
- Κλείστε τα παράθυρα και τις πόρτες (μην κλειδώνετε) / Close windows and doors (do not lock)
- Ακολουθήστε τις οδηγίες της Πυροσβεστικής και του Προσωπικού Ασφαλείας / Follow the instruction given by fire brigade and security staff
- Διατηρείστε την ψυχραιμία σας / Remain calm

ΕΚΚΕΝΩΣΗ / EVACUATION

- Σβήστε τις ηλεκτρικές συσκευές / Switch off electrical apparatus
- Ακολουθήστε τις οδηγίες της Πυροσβεστικής / Follow instructions given by fire brigade
- Εκκενώστε αμέσως, μην τρέχετε / Evacuate immediately, do not run
- Αναφερθείτε σε ένα σημείο συγκέντρωσης έξω από το κτίριο / Report to an assembly point outside the building
- Διατηρείστε την ψυχραιμία σας / Remain calm

ΥΠΟΜΝΗΜΑ / LEGEND

- Βρίσκεστε εδώ / You are here
- Οδευση διαφυγής / Escape route
- Εξοδος κινδύνου / Emergency exit
- Πρώτες βοήθειες / First aid
- Πυροσβεστήρας / Fire extinguisher
- Πυροσβεστική φιάλα / Fire hose reel
- Πυροσβεστικός σταθμός / Fire station
- Σημείο συγκέντρωσης / Assembly point
- Κουμπί χειροκίνητης αναγγελίας πυρκαγιάς / Fire alarm button
- Ανεγκυστήρας / Lift
- Κλιμακοστάσιο / Stairs



ΤΗΛΕΦΩΝΑ ΕΚΤΑΚΤΗΣ ΑΝΑΓΚΗΣ / EMERGENCY NUMBERS

- ΕΚΑΒ / Ambulance service
- Πυροσβεστική Υπηρεσία / Fire service
- Άμεση Δράση / Police
- Αριθμός έκτακτης ανάγκης / Emergency number

ΟΙΚΟΝΟΜΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΘΗΝΩΝ
ΚΤΙΡΙΟ ΟΔΟΥ ΕΥΕΛΠΙΔΩΝ
ΕΥΕΛΠΙΔΩΝ 47 & ΛΕΥΚΑΔΟΣ 33, ΑΘΗΝΑ

Ημερομηνία / Date	30/09/2020
Ημερομηνία αναθεώρησης / Revision Date :	30/09/2020
Αριθμός σχεδίου / Plan No :	06 (9ος ορόφος)

TENKA ΤΕΧΝΙΚΗ ΕΝΕΡΓΕΙΑΚΗ
ΕΠΙΧΕΙΡΗΣΗ 19, Τ.Κ. 11476, ΑΘΗΝΑ
ΤΗΛ : 210 6430563, FAX : 210 6430564
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ΧΑΡΤΗΣ ΣΗΜΕΙΟΥ ΣΥΓΚΕΝΤΡΩΣΗΣ / OVERVIEW PLAN

At a Glance

In case of an emergency requiring the evacuation of the Athens University of Economics and Business building, located at Evelpidon & Lefkados St.

Evacuate the building immediately when:

- The **alarm** sounds
- There is a **fire**, smoke, or a burning smell
- An **earthquake** occurs (after the shaking stops)
- You are instructed to do so by security staff or authorities

First of all

- Stay **calm**
- Stop what you are doing and prepare to **leave**
- Take only **essential** personal belongings
- **Do not run, push or shout**
- Follow the **green exit signs** and evacuation plans

Movement Inside the Building

- Use the **stairs** only
- Do not use the elevator
- Follow the shortest and safest **escape route**
- In case of smoke, stay low and cover your mouth and nose

Exits and Escape Routes

Building safety features:

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- **Auxiliary Stairs:** Exit through the central gate to a private road, leading to either **Evelpidon St. or Lefkados St.**
- Always follow the escape plan of the floor you are currently on.

Helping Others

- Help persons with mobility or other disabilities.
- Do not leave them unattended.
- Inform security personnel if someone is unable to evacuate.

In case of fire

- Push the **fire alarm button**
- Call **199** (Fire Service) if necessary
- **Close doors and windows** (do not lock them)
- **Evacuate** the area immediately

— After exiting : Proceed to the designated **assembly point** —

— Always follow the instructions of security personnel and the authorities —



SAFETY FIRST

— ATHENS UNIVERSITY OF ECONOMICS AND BUSINESS SAFETY & PROTECTION UNIT —

Disaster preparedness starts with awareness and action.
Talk to your colleagues/fellow students and stay informed.
Share this knowledge with others — it can save lives.



aueb.gr



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47 Evelpidon & 33 Lefkados St.

More Safety Instructions:

<https://www.aueb.gr/el/content/odigies-asfalias>

