

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 Troias, Spetson and Kimolou Streets 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

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

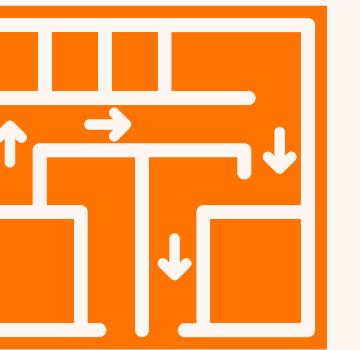
- Use the **stairs** only
- Do not use the elevator
- Follow the **shortest and safest escape** route
- In case of smoke, stay low and cover your mouth and nose



HOW SHOULD I MOVE THROUGH THE BUILDING?



Exits and Escape Routes

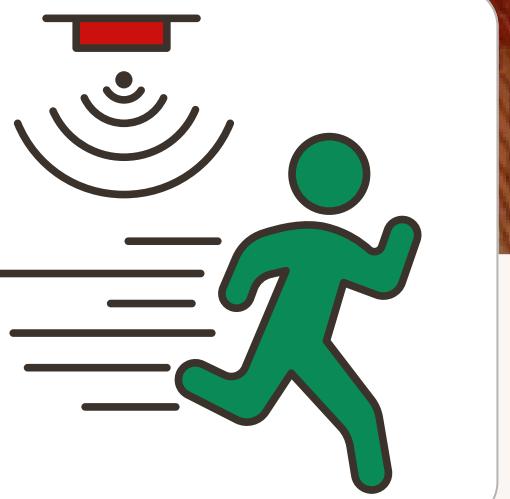


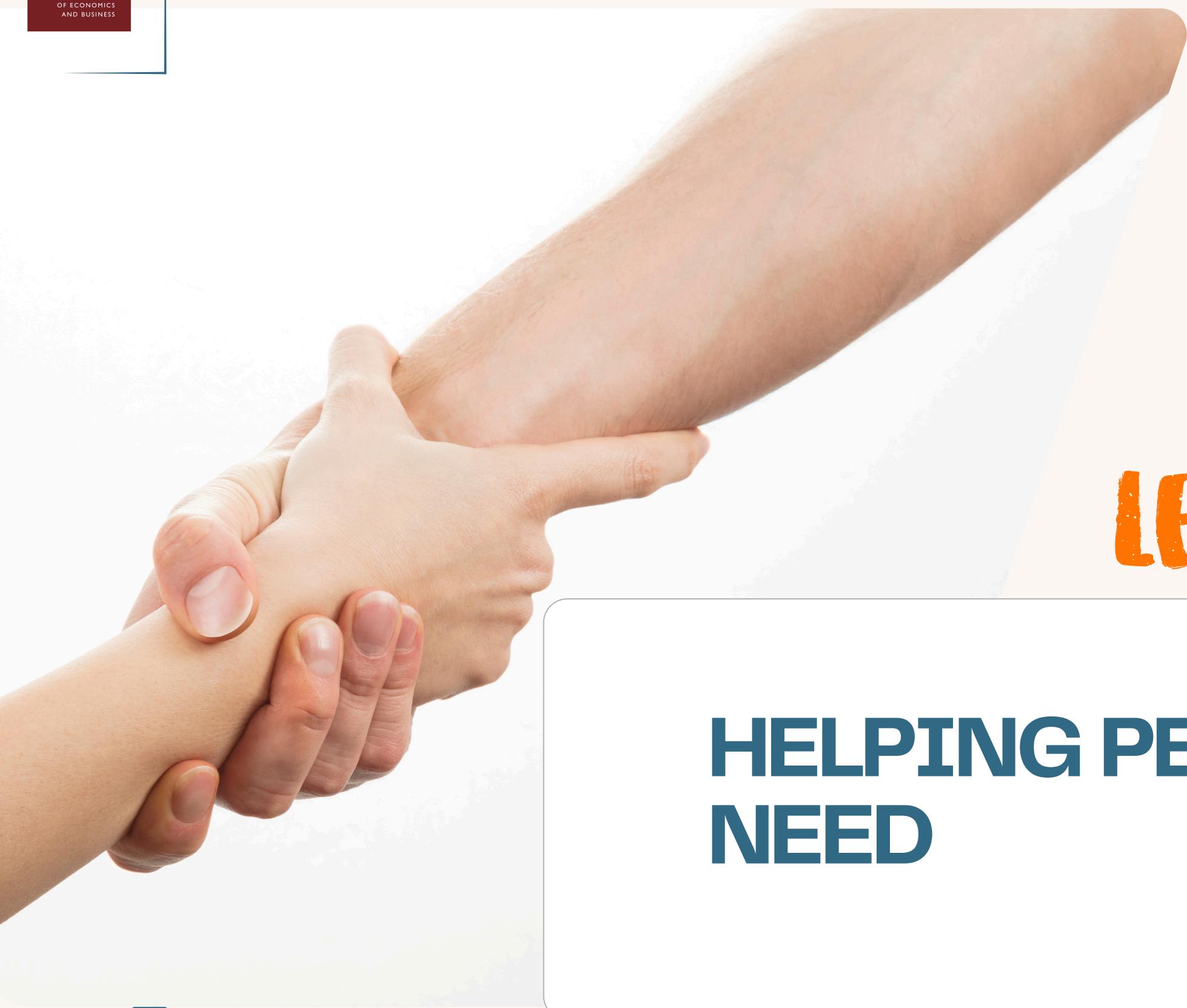
Building safety features:

- Main stairs with an exit toward **Troias Street**.
- Auxiliary stairs with an exit toward **Kimolou Street** or the internal courtyard.
- Always follow the escape plan of the floor you are currently on.



ESCAPE





**HELPING PERSONS IN
NEED**

LEND A HAND



Helping Others

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

ASSEMBLY POINTS



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

Troias Street sidewalk

Kimolou Street sidewalk

Internal courtyard
(only if instructed)

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



**BE
PREPARED**

— **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



Building at 2 Troias,
Spetson & Kimolou St.

Ground Floor

Find the escape plans posted on each floor

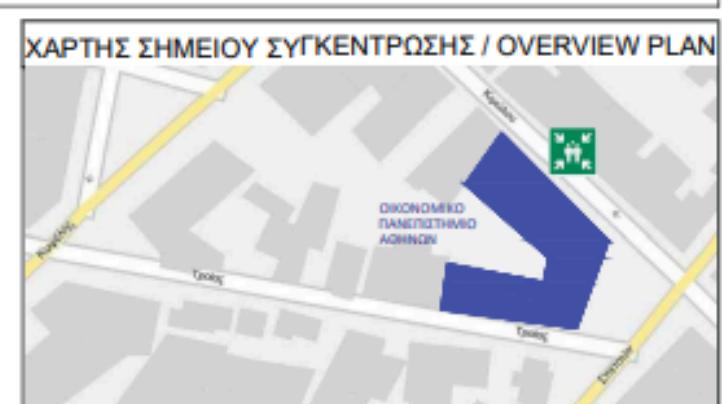
Take a virtual tour of the building using [virtual walkthrough](#)

ΟΔΗΓΙΕΣ / SAFETY NOTICES	
ΦΩΤΙΑ / FIRE	
- Πιέστε το κομβίο αναγγελίας πυρκαγιάς / Push the alarm button	
- Καλέστε το 199 / Call 199	
- Αναφέρετε 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 ψυχραφιά 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 ψυχραφιά σας / Remain calm	
ΥΠΟΜΝΗΜΑ / LEGEND	
● Βρίσκεστε εδώ You are here	
→ Ήδευση διαφυγής Escape route	
↗ Έξοδος κινδύνου Emergency exit	
+	Πρώτες βοήθειες First aid
!	Πυροσβεστήρας Fire extinguisher
!	Πυροσβεστική φωλιά Fire hose reel
!	Πυροσβεστικός σταθμός Fire station
!	Σημείο συγκέντρωσης Assembly point
!	Κομβίο χειροκίνητης αναγγελίας πυρκαγιάς Fire alarm button
!	Ανελκυστήρας Lift
!	Κλιμακοστάσιο Stairs



ΤΗΛΕΦΩΝΑ ΕΚΤΑΚΤΗΣ ΑΝΑΓΚΗΣ / EMERGENCY NUMBERS	
ΕΚΑΒ Ambulance service	
Πυροσβεστική Υπηρεσία Fire service	
Άμεση Δράση Police	
Εριθμός έκτακτης ανάγκης Emergency number	

ΟΙΚΟΝΟΜΙΚΟ ΠΑΝΕΠΙΣΤΗΜΙΟ ΑΘΗΝΩΝ ΤΡΟΙΑΣ 2, ΣΠΕΤΣΟΝ & ΚΙΜΟΛΟΥ, ΑΘΗΝΑ	
Ημερομηνία / Date	30/09/2020
Ημερομηνία αναθεώρησης / Revision Date :	30/09/2020
Αριθμός σχεδίου / Plan No :	02 (Ισόγειο)
ΤΕΧΝΙΚΗ ΕΝΕΡΓΕΙΑΚΗ ΕΠΑΓΓΥΡΙΟΥ 19, Τ.Κ. 11476, ΑΘΗΝΑ ΤΗΛ : 210 6450563 , FAX : 210 6450564 e-mail : info@t-e.gr www.t-e.gr	



At a Glance

In case of an emergency requiring the evacuation of the Athens University of Economics and Business building, located at 2 Troias, Spetson & Kimolou 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:

- Main stairs with an exit toward **Troias Street**.
- Auxiliary stairs with an exit toward **Kimolou Street** or the internal courtyard.
- 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

STAY
SAFE



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



protocol@aueb.gr



2 Troias, Spetson & Kimolou St

More Safety Instructions:

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

