

FIRE EMERGENCY PROCEDURES – MAINTENANCE ENGINEER

1. ALERT

- Report the fire immediately – call **112**.
- Check the fire alarm system and confirm the alarm.
- Inform the reception and hotel management.
- Provide the exact location of the fire (building, floor, room).



CALL 112



RAISE THE ALARM

2. PROTECT PEOPLE

- Support the evacuation.
- Guide guests and staff to the escape routes.
- Assist persons with reduced mobility.
- Do not endanger yourself.



EVACUATE



ASSIST

3. TECHNICAL MEASURES

- Take lifts out of service (check fire control).
- Check smoke and fire doors.
- Switch off HVAC systems in accordance with the fire safety plan.
- Shut off gas, electricity or utilities in the affected area only according to operational procedures.
- Meet and guide the fire department.



OUT OF SERVICE
(LIFTS)



SHUT OFF HVAC



CHECK FIRE DOORS



SHUT OFF
UTILITIES



GAS / FIRE
HAZARD



MEET THE
FIRE DEPARTMENT

4. SUPPORT THE FIRE DEPARTMENT

- Show the fire department the shortest route to the fire location.
- Provide the following information:
 - fire location
 - missing persons
 - hazardous materials or gas cylinders
 - shut down systems
 - building plans and fire service maps



INFORM AND
SUPPORT



PROVIDE PLANS
AND INFORMATION

5. LEAVE THE AREA

- Only when no further technical actions are required.
- Proceed to the assembly point.
- Be available for questions from the incident commander.
- Do not re-enter the building until authorized.



GO TO THE
ASSEMBLY POINT



DO NOT RE-ENTER UNTIL
AUTHORIZED



SAFETY IS OUR TOP PRIORITY!

Stay calm – Act quickly – Do not endanger yourself –
Follow the instructions of the fire department.