1. **Call the emergency center** at: 08-934-2999 and provide the following:
   - The location of the injured person
   - His medical condition, noting whether an ambulance should be called
   - If possible, the name of the injured person
   - Give your name and cellular phone number / your extension number

2. **Hospitalization of the injured person**:
   - The emergency center will call an ambulance (Heart Attack and Medical Emergencies) promptly upon receiving a request for an ambulance
   - Injured people are not always aware of the gravity of their situation; therefore, they must not be allowed to walk away or drive by themselves
   - Following inspection, the security officer will decide if the injured patient should be taken by an ambulance
   - In such a case, the injured person should be accompanied by a friend or a colleague

3. **Treatment on the premises**:
   - The security officer will be in charge of the situation upon his arrival to the site where the injured person is found
   - First aid will be provided on the premises either by the security officer or by any other qualified person
   - The security center will update all the relevant offices regarding the incident

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**In case of fire**

1. **Call 08-934-2999 report and ask for assistance**:
   - Report fire, smoke or suspicious smell
   - Report the exact location, building, floor and room number
   - Give your name and cellular phone number or your extension number

2. **Attempt to extinguish the fire** (depending on its size and on the means available) **remember**:
   - Saving life should be given first priority
   - Do not attempt to extinguish a fire if hazardous materials are involved
   - Do not use water or dry powder extinguisher

3. **In case of fire, follow this procedure**:
   - Disconnect gas, direct people present in the building to the emergency exits, crawl in case of heavy smoke, do not attempt to open doors
   - Use rescue blankets, cooperate with others and obey the fire and emergency people's instructions

4. **Evacuate**