



Europäisches  
Patentamt  
European  
Patent Office  
Office européen  
des brevets

# Security and emergency procedures: a visitor guide

European Patent Office

Vienna

## General information

If, owing to a disability, you need special assistance, please ask your **EPO contact person** how you should evacuate the building in an emergency or how to get any other support required.



Report any **accident-related injuries**, or **damage** to personal property or **loss** thereof, to your EPO contact person.



The EPO buildings are offices. **Children** must be supervised by an adult at all times. That adult will be held fully responsible for those children's actions.



Smoking is prohibited inside the EPO buildings

## Catering

You are welcome to use the public cafeteria in the building.



## Visitor badge

Once in the building, please sign in at Reception just inside the entrance.

Please wait there to be collected by an EPO staff member. On presentation of a valid ID, you will be given a visitor badge. Wear it throughout your visit and return it to Reception when you leave.



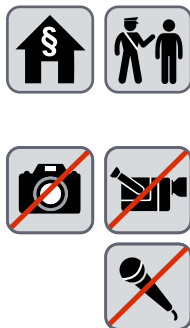
## Security check

All visitors have to undergo a security check. There can sometimes be a queue to get through (especially in the morning or when official events are taking place), so please allow enough time for this. Weapons (as defined under national law), explosives and other dangerous objects may not be brought onto the EPO premises.



## House rules

Please note the EPO's house rules. If you fail to observe them, you could be denied entry to – or be instructed to leave – the building. Please follow any instruction given by Security. If you wish to take photos or to make video or audio recordings, you will need to get prior approval.



## EPO emergency hotline 2222

**Who** is calling?

**What** has happened?

**How many** people are involved?

**Where** has it happened?

**Hold on, don't hang up** – there may be other questions!



## Accidents/first aid

- Call the emergency hotline on 2222
- Ensure your own safety
- Seal off the scene of the accident
- Tend to the injured
- Reassure/comfort those affected
- Follow instructions given



## Fire

- Call the emergency hotline on 2222 and activate the fire alarm
- Shut windows and doors
- If possible, try to put out the fire (without putting yourself in danger)
- Alert immediate neighbours
- Follow instructions given



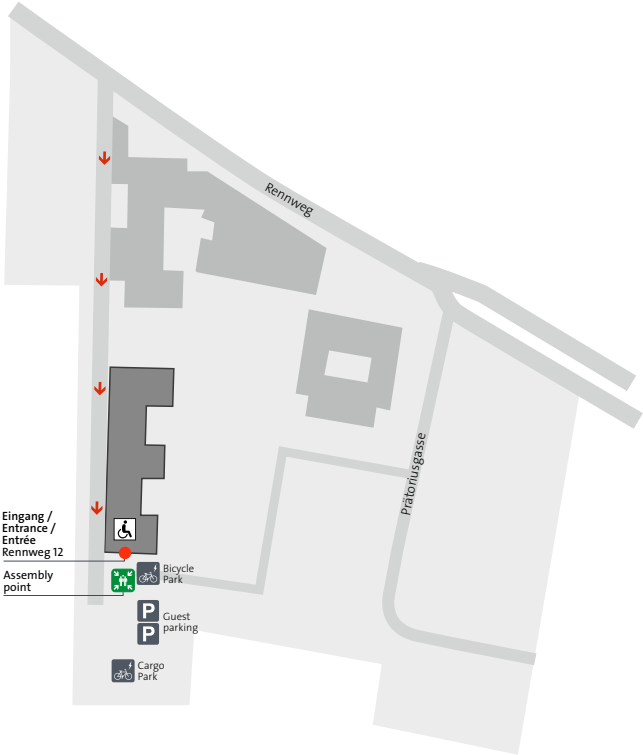
## Evacuation

**If you hear the alarm and messages over the intercom**

- Use the **designated escape routes**
- Follow **instructions** given by EPO staff
- Do **not** use lifts
- Proceed to the **assembly point**



# Entrance and assembly point



## Address

Rennweg 12 Patentamt, 1030 Wien