

AMEX - EMERGENCY PLAN –FACILITIES’ EVACUATION FOR SECURITY ISSUES

Actions – Schedule

VHF AMEX-Janitors: 1

Emergency Numbers:

Airport Hellenic Police - 2103536924
 Airport Fire Corps – 2103538516

AMEX – CRISIS MANAGEMENT TEAM

Coordinator: Gen. Director AMEX : D.M. Marinos - 6975888846 – 210 3542903 – 210 3542900

Technical Management AMEX: Vaggelis Fousteris - 6976764612, Christos Ioannidis - 6980069218
 Commercial Management AMEX: Petros Panias - 6972026773

Gen. Manager Expowork: Christos Bonas - 6973738497
 Commercial Management Expowork: Manos Tigelis - 6979008925
 Chief of Parking Team: Kiriakos Markopoulos - 6936825225
 Chief of Security Team: Christos Bellos - 6974916750
 AMEX Janitors: 210 3542946
 AMEX : 210 3542900

TIME	MEASURES	ACTIONS	
		INSIDE CENTER	OUTSIDE CENTER
TIME UPDATE 0	1. The Management of AME informs the Airport Police Department and AIA 2. The Secretariat informs, in the absence of the Centre, the General Director and Technical Director of AME 3. The Secretariat of AME informs the Management of E / W, Air Canteen and doctor 4. Expowork informs subcontractors 5. The Secretariat of AME informs the janitors of AME 6. The Management of AME informs the organizer of the Exhibition / Event	1. The group MANAGEMENT CRISIS: moves to power sites 2. The Security group: takes place inside the building, opens exits of buildings in the perimeter aisles, the central corridor and entrances 3. The person responsible of Air Canteen, enters the premises of restaurants	1. Parking group: takes position along the outer buildings, through visual and acoustic contact, and takes care to direct the world, to the nearest collection site. (P1 and P2)
TIME UPDATE + 1	1. The Secretariat of AME handles the announcement (see opposite), from the Control Room of the management office (L1 – 1 st floor), with the help of the Directorate member. The message is standardized or announced live.	ANNOUNCEMENT «Announcement: Dear guests, we inform you that for technical reasons, evacuation of facilities is carried. Please follow the instructions of staff in peace, for your safe exit from the building. »	
TIME UPDATE + 2	1. Responsibility Positioning of Management Team Crisis: - Person Responsible of AME - Fire Chief - Technical Director >> Lobby 2 - Person Responsible of E / W >> Lobby 1 & P1 - Person Responsible of Security >> Lobby 2 - Person Responsible of Parking >> P2 - Janitors>> Central Corridor	Operations of Coordination - supervision	
TIME UPDATE + 3	1. The Janitors and the people responsible of the Management Team Crisis control the areas for possible visitors or workers remaining and exit. 2. The Greek Police deals with further procedures.		

Basic instructions:

1. All described actions are taken as soon as the competent authority (Police - Fire Department) announces to the coordinator of the Crisis Management Team AMEX, the command to evacuate the premises.
2. All employees try to remain calm and cope to any visitor’s reaction with courtesy and reassuring manner so to avoid any tension. Also make sure that during the interruption of your work, a risk does not pose to your premises (eg. kitchen equipment shutdown, parking forklifts and other vehicles off escape routes, close radiators).
3. Focus on the actions of your absolute power and do not engage in arbitrary or other actions to ensure the immediacy and tranquility to your actions.
4. Follow the instructions of those responsible for the respective areas.
5. When the discharge cause is under full control and that there is a confirmation of the relevant departments there is no risk to recover all the facilities, only the head of the Greek Police, in consultation with the Chief Fire and General Manager, decide to return and reopen the facilities.