1. Alerting

- The siren is completed by a general message on the intercom network.

- The call to the emergency services is systematically associated.

- The on-call personnel must go to the crisis room as soon as possible.

2. Securing

- Ensure that the alert has been given and heard.

- Check with the main guard post to ensure that the site has been closed.

3. Looking for missing persons

- Request a copy of the attendance list from the guardhouse

- Ask the reception desk for a copy of the visitors list

- Inform all the rooms (assembly, maintenance and control) about the event and ask them to transmit via the intercom the names of the persons who may be missing

- For each person identified as missing, check their presence via the list and then check their presence in the different rooms

4. Collecting attendance forms

- Organize the retrieval of the attendance form from the different rooms (fax, e-mail...)