In case of evacuation

When you hear an evacuation message over the PA system or the fire alarm sounds

**During an academic activity**

- Follow the instructions given by teachers or other UPC staff.

**In a study room or the library**

- Don't delay the evacuation by taking time to gather your belongings.
  
  Take only your laptop and bag. Don't take models or other bulky items with you.

---

**1. Leave the premises.**

- Follow the evacuation route signs.

**2. Proceed to the nearest stairway and exit.**

- Do NOT crowd exit doors.

**3. Proceed to the Assembly Point.**

- Do NOT return to the building until management or emergency services personnel tell you that you may.

---

**Remember:**

- Assist your classmates, especially anyone who may experience difficulties during the evacuation because they’re disabled or using crutches.
In case of fire

If you discover a **FIRE**

1. **Close the door** of the area where the fire is so it is contained.

2. **Raise the alarm**
   - Alert anyone nearby.
   - Activate the fire alarm.
   - Call Emergències UPC

3. **Evacuate the building**
   - Follow evacuation instructions

In case of a lockdown

If you hear a lockdown message over the PA system or UPC staff tell you a lockdown is in effect.

1. **Don't leave the building.**
   - If you’re outside, quickly enter any building.

2. **Close all exterior windows and doors.**

3. **Wait inside the building** until the emergency coordinator or emergency services personnel tell you that you may leave.