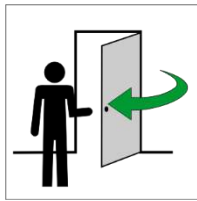# In case of evacuation

When you hear an evacuation message over the PA system or the fire alarm sounds, take the following steps:

1 **Leave the premises.**	**2** **Proceed to the nearest stairway and exit.**	**3** **Proceed to the Assembly Point.**
Close but don't lock the doors.	Follow evacuation route signs.	**Do NOT return to the building** until management or emergency services personnel tell you that you may.

In relation to library users

You are responsible for assisting library users.

1 Tell users to leave the building.
Direct them to the nearest stairway or exit
and remind them where the Assembly Point is.

2 Remind them that they may take their laptops and bags
but must not delay the evacuation by collecting other
materials or going to the loan desk.

3 **Make sure no one remains in group work rooms or individual study spaces.**

4 Stop all activity at loan desks.

Once the evacuation has started, **prevent users from returning** to the library to collect personal belongings

5 **Assist users**, especially anyone who may experience
difficulties during the evacuation.

Users with disabilities or those using crutches.

6 If you're in an **archive**, close all fire doors when you leave.

In case of fire

If you discover a fire that has just started. INCIPIENT STAGE FIRE

1 **Raise the alarm**

Alert anyone nearby.

Activate the fire alarm.

Call Emergències UPC

2 **Check that:**

✓ The fire is small and has not spread.

✓ There isn't much smoke.

✓ Your escape route is clear.

If these three conditions are met,

3 **Attempt to put out the fire**

If you know how to use a fire extinguisher.

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
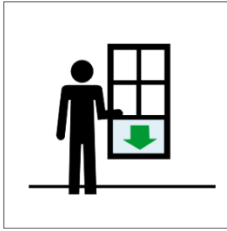
What to do in case of fire

In case of a lockdown

A lockdown is a measure aimed at protecting people by having them stay inside a building until it's safe to leave.

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.	**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.
If you're outside, quickly enter any building.	Turn off air-conditioning and ventilation systems.	

In relation to library users

1 Remind library users that they must stay inside the building
Gather them together in reading rooms.