## In case of evacuation

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

1 \begin{tabular}{l|l|l|}

\hline | Leave the |
| :--- |
| premises. | \& | Proceed to the |
| :--- |
| nearest stairway |
| and exit. | \& | Proceed to the |
| :--- |
| Assembly Point. | <br>


| Close but don't lock the |
| :--- |
| doors. | \& | Follow |
| :--- |
| evacuation route signs. |
| Do NOTlding return to the management or |
| emergency services |
| personnel tell you that you |
| may. | <br>

\hline
\end{tabular}

## If you're in a laboratory

1 Stop processes that cannot be left unattended for safety reasons.


2 Make sure no one remains on the premises and close the
door as you leave. Don't lock the door.

## In case of fire

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


## 2 Check that: <br> The fire is small and has not spread. <br>  <br> There isn't much smoke. <br> $\checkmark$ <br> Your escape route is clear. <br> If these three conditions are met,

If you discover a FIRE

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



Activate the fire alarm.


Call Emergències UPC


## Evacuate the building

Follow evacuation instructions


## Laboratory staff

## 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.


If you're outside, quickly enter any building.

2 Close all exterior windows and doors.


Turn off air-conditioning and ventilation systems.

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


