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

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong></td>
<td>Leave the premises.</td>
</tr>
<tr>
<td></td>
<td>Close but don’t lock the doors.</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Proceed to the nearest stairway and exit.</td>
</tr>
<tr>
<td></td>
<td>Follow evacuation route signs.</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Proceed to the Assembly Point.</td>
</tr>
<tr>
<td></td>
<td>Do NOT return to the building until management or emergency services personnel tell you that you may.</td>
</tr>
</tbody>
</table>

**If you’re visiting a UPC facility**

Follow the instructions given by the person in charge. Ask him or her where the nearest exit and the Assembly Point are.

**If you’re working in a rack room or data centre**

Some racks are located in rooms protected by automatic fire extinguishing systems.

If the alarm of the automatic fire extinguishing system sounds, Leave the premises immediately.

**If you’re in a storeroom**

Make sure no one remains on the premises and close the door as 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
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.