

## 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.



Close but don't lock the doors.

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



Follow evacuation route signs.

**3** Proceed to the Assembly Point.



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

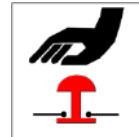
## If you're conducting an academic activity

You're responsible for assisting the students under your care.

**1** Tell students to leave the premises. Direct them to the nearest stairway or exit and remind them where the Assembly Point is.



**2** If you're in a laboratory, Stop processes that cannot be left unattended for safety reasons.



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



**4** Once the evacuation has started, prevent students from re-entering the space to collect personal belongings.



**5** Assist students, especially anyone who may experience difficulties during the evacuation. Students with disabilities or those using crutches



## 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.




## If you're conducting an academic activity

You're responsible for assisting the students under your care.

- 1

**Remind students that they must stay inside the building.**


- 2

**Assist students**, especially those with disabilities.

