

## 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 leading a guided activity or other sports activity

1

Stop any guided activities.

Turn off any portable music systems that may prevent people from hearing the evacuation message or fire alarm.



2

Tell participants attending your class to leave the premises.

Direct them to the nearest stairway or exit and remind them where the Assembly Point is.



3

Make sure no one remains in the changing rooms or sauna.

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



4

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

People with disabilities or those using crutches.



Remember that the North Campus Sports Centre is equipped with intercoms to facilitate communication in case of a medical or other emergency.

## 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,

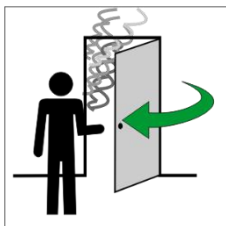
### 3 Attempt to put out the fire



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.

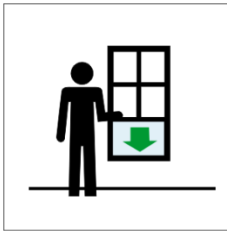
- 1

**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.



In relation to sports centre users

- 1

**Remind** sports centre users that they must stay inside the building. Gather them together in the court area (floor S2).

