Library users

Emergency procedures

In case of an emergency, you'll be alerted by an **emergency message over the PA system.**

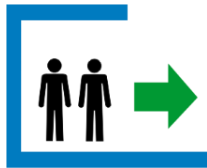**Follow the instructions given by library staff.**

In case of evacuation

1 **Don't delay the evacuation by taking time to gather your belongings.** Take only your laptop and bag.

Leave the premises.

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

SORTIDA →

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.

In case of fire

Notify staff if you smell something burning or discover a fire.

1 **Activate the fire alarm.**

2 Notify library loan desk staff.

3 **Proceed as in the case of an evacuation.**

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In case of a lockdown

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

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