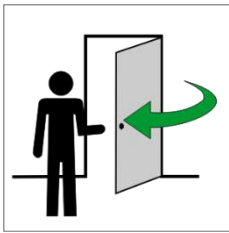


## In case of evacuation

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 the emergency coordinator or emergency services personnel tell you to.

## Staff responsible for the business premises must:

- 1 Stop serving customers IMMEDIATELY. Tell the customers you're serving and those queuing that they must leave the premises.



- 2 Do NOT delay your evacuation by gathering material or closing up.



## 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

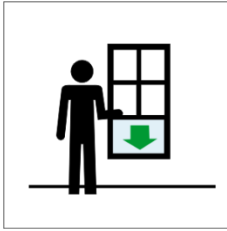



## In case of a lockdown

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.  


Staff responsible for the business premises must:

- 1 Remind customers that they must stay inside the building.**  
