

Staff of other research or teaching institutions

In case of an emergency, you'll be alerted by one of the following means:

PA system



Fire alarm



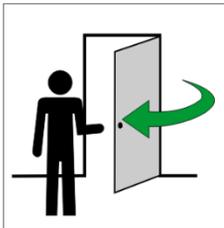
UPC staff



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.

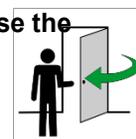
If you're conducting a teaching activity

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



Staff of other research or teaching institutions

3

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



4

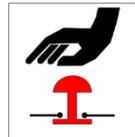
Assist students, especially anyone who may experience difficulties during the evacuation.

Students with disabilities or those using crutches.



If you're in a laboratory

Stop any processes that cannot be left unattended for safety reasons.



In case of fire

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.



Staff of other research or teaching institutions

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.

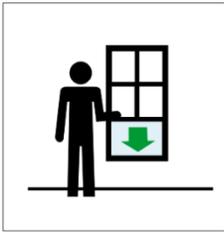
- 1

Don't leave the building.



If you're outside, quickly enter any building.
- 2

Close all exterior windows and doors.


- 3

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



What to do if you're conducting a teaching 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.

