

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.

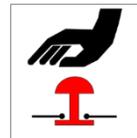
If you're conducting an academic activity

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.



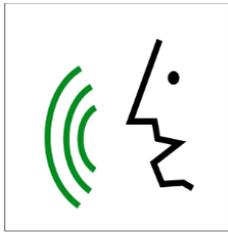
If you're outside, quickly enter any building.
- 2

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.

