

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 copy and print service must:

1 Stop the service **IMMEDIATELY**.
Tell anyone queuing that they must leave the premises.



2 Turn off machines and equipment.



3 Do **NOT** delay your own evacuation by taking time to gather material or close the copy and print service.



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.



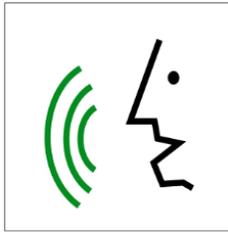
If you're outside, quickly enter any building.
- 2

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 copy and print service must:

- 1

Remind customers that they must stay inside the building.

