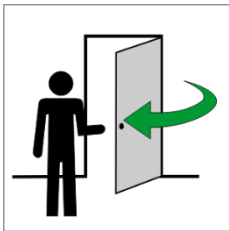


In case of evacuation

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.

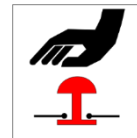
Maintenance company staff and installers **must**:

1 Stop what they're doing **IMMEDIATELY**.



2 Stop any machinery or equipment in such a way that it remains safely stopped.

- Portable hand-held machinery
- Welding equipment



Clear machinery, equipment, wires/cables, ladders, etc. from evacuation routes.

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.

