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 the caretaker’s office or campus control centre.

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.

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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 the caretaker’s office or campus control centre.

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.