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.

Bar-restaurant staff must:

1. Stop the restaurant and kitchen service IMMEDIATELY.

2. Tell everyone in the bar-restaurant area to leave the premises.

3. Stop any processes or equipment that cannot be left unattended.
   - Pots on burners, fryers, etc.
   - Any other actions specified in the emergency plan for the bar-restaurant.

4. Prevent people from returning to the bar-restaurant.
Staff of food service companies

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.

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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 Emergències UPC

3. **Evacuate the building**
   - Follow evacuation instructions
What to do 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.

**Bar-restaurant staff must:**

1. **Remind customers that they must stay inside the building.**