

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 dealing with visitors

1

Direct them to the nearest stairway and exit, and tell them Where the Assembly Point is.



2

Assist anyone who may experience difficulties during the evacuation.
People 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.

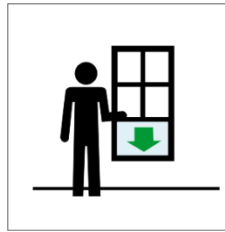
If you hear a lockdown message over the PA system or UPC staff tell you a lockdown is in effect.

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.

