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.

In relation to library users

You are responsible for assisting library users.

1. **Tell users to leave the building.**
   - Direct them to the nearest stairway or exit and remind them where the Assembly Point is.

2. **Remind them that they may take their laptops and bags but must not delay the evacuation by collecting other materials or going to the loan desk.**

3. **Make sure no one remains in group work rooms or individual study spaces.**

4. **Stop all activity at loan desks.**
   - Once the evacuation has started, **prevent users from returning** to the library to collect personal belongings.

5. **Assist users**, especially anyone who may experience difficulties during the evacuation.
   - Users with disabilities or those using crutches.

6. **If you’re in an archive**, close all fire doors when you leave.
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.

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.

In relation to library users

1. Remind library users that they must stay inside the building.
   - Gather them together in reading rooms.