

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.



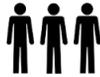
- 6 If you're in an **archive**, close all fire doors when you leave.

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 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.

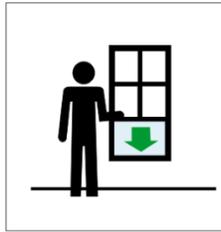
If you hear a lockdown message over the PA system or UPC staff tell you a lockdown is in effect.

1 Don't leave the building.



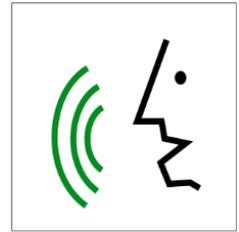
If you're outside, quickly enter any building.

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.



In relation to library users

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

