In case of an emergency, you’ll be alerted by one of the following means:

- PA system
- Fire alarm
- UPC staff

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.

If you’re conducting a teaching activity

You’re responsible for assisting the students under your care.

1. Tell students to leave the premises.
   - Direct them to the nearest stairway or exit and remind them where the Assembly Point is.

2. Make sure no one remains on the premises and close the door as you leave. Don’t lock the door.
Staff of other research or teaching institutions

3 Once the evacuation has started, **prevent students from re-entering** the space to collect personal belongings.

4 **Assist students**, especially anyone who may experience difficulties during the evacuation. Students with disabilities or those using crutches.

If you’re in a laboratory

Stop any processes that cannot be left unattended for safety reasons.

In case of fire

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 or go to the caretaker’s office or campus control centre.

3 **Evacuate the building**
   - Follow evacuation instructions.
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.**

3. **Wait inside the building** until the emergency coordinator or emergency services personnel tell you that you may leave.

What to do if you’re conducting a teaching activity

You’re responsible for assisting the students under your care.

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

2. **Assist students**, especially those with disabilities.