

## Staff of other research or teaching institutions

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

PA system



Fire alarm



UPC staff

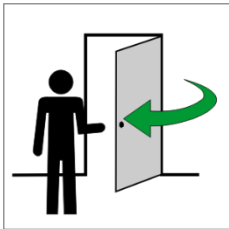


### In case of evacuation

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.



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

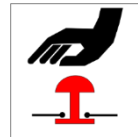


- 4** **Assist students**, especially anyone who may experience difficulties during the evacuation.  
Students with disabilities or those using crutches.



### 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 Emergències UPC



- 3** **Evacuate the building**

Follow evacuation instructions.



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### 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.**

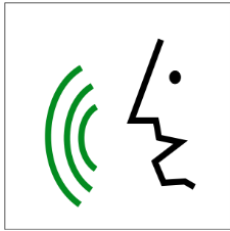


If you're outside, quickly enter any building.
- 2

**Close all exterior windows and doors.**


- 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.

