In case of evacuation

When you hear an evacuation message over the PA system or the fire alarm sounds

**During an academic activity**

Follow the instructions given by teachers or other UPC staff.

**In a study room or the library**

Don't delay the evacuation by taking time to gather your belongings.

Take only your laptop and bag. Don't take models or other bulky items with you.

1. **Leave the premises.**

2. **Proceed to the nearest stairway and exit.**

   - Follow evacuation route signs

3. **Proceed to the Assembly Point.**

   - Do NOT crowd exit doors.
   - Do NOT return to the building until management or emergency services personnel tell you that you may.

Remember:

*Assist your classmates*, especially anyone who may experience difficulties during the evacuation because they’re disabled or using crutches.
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 the caretaker’s office or campus control centre.

3. Evacuate the building
   - Follow evacuation instructions

In case of a lockdown

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.