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

1. Leave the premises.

2. Proceed to the nearest stairway and exit.
   
   Follow evacuation route signs.

3. Proceed directly to the Assembly Point.
   
   Do NOT return to the building until management or emergency services personnel tell you that you may.

In case of fire

Notify staff if you smell something burning or discover a fire.

1. Activate the fire alarm.

2. Notify UPC staff and/or go to the caretaker's office for the building.

3. Proceed as in the case of an evacuation.
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. Wait inside the building until the emergency coordinator or emergency services personnel tell you that you may leave.