

1. DESCRIPTION OF THE CAMPUS

One of UPF's hallmark traits is its urban campus. Specifically, the university consists of the following three campuses: the Poblenou campus, the Ciutadella campus, and the Mar campus.

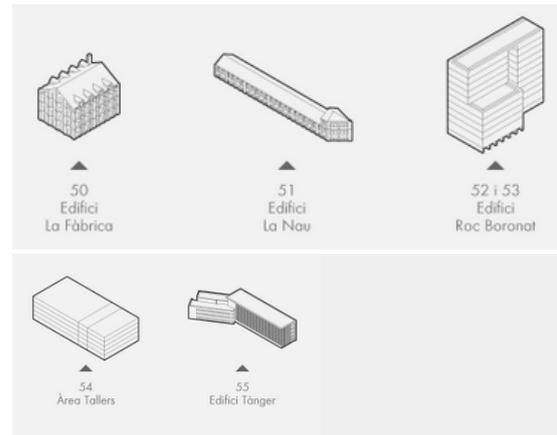


The Poblenou campus opened its doors in January 2009 and is home to the university's communication and technology programmes. It is located in the heart of Barcelona's 22@ technology district, an initiative of the City of Barcelona to transform an old industrial neighbourhood into an innovation and communication hub. UPF is thus one of the 22@ district's many resident institutions, contributing knowledge and sharing synergies with the other institutions and companies with offices there.

Architecturally, this campus blends new buildings with historical and renovated ones, which are part of the university's recognized architectural heritage. Both the new and renovated buildings were designed for academic use. Spread out around Plaça Gutenberg, they are as follows:

- The Fàbrica building (Building 50): home to the Library/Learning and Research Resource Centre (CRAI).
- The Nau building (Building 51): home to various research groups and independent researchers.
- The Roc Boronat building, consisting of two distinct units or buildings:
 - The classroom building (Building 52), located on the right as you come in from the main entrance to the university; and
 - Reception, Campus Management and the offices (Building 53).
- The Tallers area (Building 54): home to various technical spaces.

- The Tànger building (Building 55): home to offices and other campus spaces. It is accessed through the tunnel on the basement floor (-1).



Building hours

The campus buildings are open from Monday to Friday, from 8 am to 10 pm, except for the Library/CRAI building, which closes at 9 pm. The campus is closed on weekends and public holidays, although the Library/CRAI remains open during the exam period.

The campus is closed during the Christmas holidays.

Drills and evacuations

The Poblenou campus has a Self-protection Plan in place, which explains what to do in case of an emergency. In the event of an order to evacuate the buildings, it is important to know what to do:



**Universitat
Pompeu Fabra
Barcelona**

Instrucció bàsica per actuar en cas d'emergència

En cas que detectis un foc o siguis testimoni d'un accident:

1. **Protegeix-te** per evitar convertir-te en una víctima.
2. **Avisa**, trucant al telèfon d'emergència següent:

93 542 1545

Centre de Recepció d'Alarmes



També es pot donar l'alerta prement un dels pulsadors d'alarma disponibles a passadissos i distribuïdors.

3. **Sufoca el foc** emprant un extintor / **Socorre a la persona accidentada** o fes-li companyia fins que arribin els socorristes.
4. **Espera** a rebre instruccions.

En cas que es decreti l'evacuació, sentiràs una sirena. Mantingues la calma i surt de l'edifici, en silenci, de pressa però sense córrer, sense atropellar ni empènyer els altres. No facis servir mai els ascensors:

1. **Segueix els recorreguts d'evacuació senyalitzats**. Et conduiran a la sortida d'emergència més propera.

Direcció cap a la sortida d'emergència



Sortida d'emergència



2. En sortir de l'edifici, **evita obstaculitzar les sortides d'emergència**.
3. **Adreça't al punt de reunió** previst (revers).
4. **Espera** a rebre instruccions.

Punt de reunió:

<p>La Nau, La Fàbrica i Roc Boronat</p> 	<p>Àrea Tallers</p> 	<p>Tànger</p> 
<p>PLAÇA GUTEMBERG</p>	<p>CRUÏLLA DE L'AVINGUDA DIAGONAL AMB EL CARRER LLACUNA</p>	<p>VORERA DEL CARRER ROC BORONAT ENTRE ELS CARRERS TÀNGER I SANCHO DE AVILA</p>


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Barcelona


 Espai cardioprotegit

**PAUTES D'ACTUACIÓ EN CAS D'EMERGÈNCIA
CAMPUS DE LA COMUNICACIÓ-POBLENOU**

Oficina Tècnica de Prevenció de Riscos Laborals
Roc Boronat, 138 | 08018 Barcelona
93 542 20 55 | opr@upf.edu

Although the campus has several entrances (which are used only in case of an emergency or in exceptional circumstances), as a general rule, it is accessed solely through the Roc Boronat building (Carrer Roc Boronat, 138).

There is an emergency heart care station (*espai cardioprotegit*), equipped with a defibrillator, in front of the campus reception.

Throughout each academic year, at least one evacuation drill is carried out in order to improve collective safety in case of an emergency. We kindly appreciate your collaboration.

First aid

Various campus staff members have received basic training in first aid. Should you have need of assistance yourself or notice an incident on campus, contact reception.

Please remember that students under the age of 28 purchase compulsory accident insurance when they register. For more information about this insurance, see:

<https://www.upf.edu/web/guiaestudiant/assegurances>

Civic-mindedness and keeping the campus clean

All of the buildings on campus are equipped with containers for recycling packaging, paper, rubbish and organic material. It is everyone's responsibility to make proper use of these containers and to keep the campus in good condition.

Climate control on campus

The university complies with the provisions of Royal Decree 1826/2009 concerning the operation of heating and air-conditioning equipment in buildings. Pursuant to this decree, air conditioners may not be set to less than 26°C and heaters may not be set to more than 21°C.

Please bear in mind that the air-conditioning system only turns on when it detects a presence, and that it will automatically shut off if a window is opened, even if there continues to be someone in the room.

2. CAMPUS ACTIVITIES

A variety of activities sponsored by the university itself, by students and by third parties are held on the Poblenou campus. Shown below are some of the key points to bear in mind with regard to these activities.

Student activities and facility reservations

Students who need to use a given space on campus for their academic work must contact their department secretary to make the necessary reservation.

However, in order to expedite the process, students needing to use audiovisual equipment or a specific technical space, as is often the case for practical assignments, must make the necessary reservations directly at the Library/CRAI desk. This notwithstanding, the following technical spaces must be reserved directly at the Student Service Desk in the Tallers building:

- 54.010 – TV news space
- 54.014 – Radio news space
- 54.019 – Written press space
- 54.S03 – Rehearsal room
- 54.041 – Post-production room
- 54.069, 54.073 and 54.078 – Conference rooms
- 54.059 to 54.081 – Translation booths

Technical spaces must be reserved at least 24 hours in advance, as some of these spaces require technical support and at least that much time is needed to ensure that this support will be available.

Activities organized by student representatives and associations

Students belonging to student associations registered with the UPF Student Association Registry, as well as students who hold offices at the university (student delegates, governance body members), may request the reservation of campus spaces by means of the Campus Management Office's User Support Centre (CAU) on Campus Global. The CAU is an online form that allows you to submit a request to reserve a space on a given date and for a given period of time. The response to the request will be sent through the same tool.

Aplicacions



Direccions de Campus

Des d'aquesta aplicació podeu fer reserves d'espais en els diferents campus de la universitat.



Study rooms

In addition to the Library/CRAI study rooms, the rooms of the underground and ground level of Roc Boronat building (Building 52) - with plugs in each table- and the computer rooms of Tallers building (Building 54) are open for students to use throughout the academic year, provided they are not being used for a class activity.

During the exam period, several additional rooms in the Roc Boronat building (Building 52) are temporarily turned into study rooms, which are also open on weekends.

Students also have access to the Student Lounge area (52.P01), which they may use freely.

Billboards

Billboards with general and specific information about the university or specific study programmes can be found in all of the campus buildings.

Students also have access to billboards that can be used freely in the Tallers Area (Building 54) and the Roc Boronat building (Building 52).

Student spaces: student representation and associations

Students belonging to student associations registered with the UPF Student Association Registry, as well as students who hold offices on campus (student delegates, student council members), are assigned spaces for their organizations on the 'Plaça' (ground) floor of Building 52. The use of these spaces is directly coordinated by the University Community Assistance Service (SACU).

Lost and found

Should you find or lose a personal belonging, check the Services => Lost and found section on Campus Global to see what to do.

Què fem si trobem un objecte perdut?

Si es troba un objecte perdut cal dur-lo a la recepció del campus on s'ha trobat.

Què passa amb l'objecte trobat?

- Tots els objectes trobats s'han de registrar.
- Quan un objecte permet identificar-ne el propietari, la Direcció de Campus intentarà posar-s'hi en contacte perquè passi a recollir-lo.
- Qualsevol objecte que contingui menjar o restes orgàniques s'ha de llençar al cap de 48 hores com a residu orgànic.
- No es consideren objectes trobats els apunts -grapats o sense grapats-, que s'han de guardar a la recepció durant el trimestre en curs i s'han d'eliminar un cop transcorregut el període lectiu corresponent.

Què hem de fer si hem perdut un objecte?

- Per demanar la devolució d'un objecte perdut cal omplir i enviar aquest [formulari](#).
- Per poder retirar un objecte cal que el seu propietari presenti el DNI, el passaport o el carnet de conduir, que faci una breu descripció de l'objecte i que indiqui el lloc i la data aproximada en què el va perdre. Si la persona que ve a recollir un objecte no és el seu propietari, cal que aquesta persona aporti una autorització del titular de l'objecte i que hi adjunti una fotocòpia del seu DNI. Un cop realitzat el lliurament de l'objecte, cal registrar aquest fet en el programa.

Quin és el termini per reclamar un objecte?

Els objectes trobats s'han de conservar durant tres mesos. Un cop transcorregut aquest termini sense que un objecte hagi estat reclamat, la Universitat en farà l'ús que consideri oportú, segons la tipologia de l'objecte.

Lockers

The university offers campus users lockers to store their personal belongings. They are located on the ground and first floor of the Roc Boronat building (Building 52) and in the hallway in the Tallers Area of Building 54, and they are for use during the day only. Therefore, users must empty them every day before the campus closes. Otherwise, the university will do so itself.

3. CAMPUS SERVICES

Food and vending machines

The campus restaurant (including a cafeteria service) is located on the basement floor (-1) of the Roc Boronat building (Building 52) and is open from Monday to Friday, from 8 am to 8 pm. The cafeteria is located on the 'Plaça' (ground) floor of the same building and is open from 9 am to 4 pm. This space is equipped with a microwave and tables and chairs that can be freely used by campus users.

Additionally, there are vending machines stocked with beverages and healthy snacks both at the entrance to the restaurant and in the Tallers Area hallway. Should you have any problems with these machines, contact the campus's restaurant.

Water fountains

There are water fountains distributed in the different buildings of the campus. Some of them are located in:

- Building 54 – Tallers area, in the main corridor, next to the vending machines
- Building 52 – Roc Boronat:
 - o Underground floor, next to the vending machines
 - o Ground floor, at the end of the corridor

- First floor, at the end of the corridor
- Third floor, at the end of the corridor

Photocopies

The campus's Photocopy Service, located in Office 52.005, on the ground floor of the Roc Boronat building (Building 52), is open from Monday to Thursday, from 9 am to 2 pm and from 3 pm to 6 pm, and on Friday from 9 am to 3 pm.

The self-service photocopiers are located in the hallways for the ground-floor classrooms in the Roc Boronat building (Building 52), in front of classroom 54.005 in the Tallers Area (Building 54), and in the Library. To use the photocopiers, you must use your UPF card, which must first be topped up at the self-service machines located on the ground floor of the Roc Boronat building (Building 53) (next to the campus reception) and in the Library.

Parking

Campus del Poblenou has some parking spaces rental for members of the university community. The parking spaces are located in the basement -4 of IMAGINA building. By car, the entrance gate is from Llacunta Street and the exit gate is from Roc Boronat Street. If you wish to rent a place /or receive further information, you can contact to Campus del Poblenou manager's staff sending an e-mail to direccio.poblenou@upf.edu.

Poblenou Campus Management
Barcelona, September 2018