

EMERGENCY MEASURES FOR YOUR BUILDING

Catalan Decree 30/2015, dated on 3rd March, which approves the catalogue of activities and centres required to take self-protection actions and sets the contents of these measures, is the new legal framework for Civil Protection in Catalonia that applies to what had hitherto been known as the Emergency and Evacuation Plan.

In accordance with this Decree, educational buildings of a height equal to or greater than 28 m, or with a number of occupants equal to or greater than 2,000 people, must have their own Self-Protection Plan for evacuation. For Ciutadella Campus this obligation applies to Jaume I and Roger de Llúria buildings. For other buildings the University's obligations regarding emergency measures are essentially to equip all facilities with means of protection against fire, evacuation routes and emergency exits, all of which must be duly signposted and in working order, in accordance with the specific legislation in force in each case, and also to organize the appropriate contacts with external services, particularly with regard to first aid, rescuing victims and fire fighting, so as to ensure their rapidity and effectiveness.

For those buildings that are not affected by the Decree, an emergency action protocol can be written, but it will be not be normative. For this reason, and since the publicizing of the Self-Protection Plan increases the perception of safety among occupants of the different facilities, it has been decided to distribute some of the basic contents of this document to the other buildings on the Campus.

For more information:

<http://www.upf.edu/intranet/otprl/emergencies/>

IN CASE OF FIRE

Means of protection for your building

In accordance with current regulations, all the buildings in the University are equipped with **systems for the detection, notification and transmission of alarms**, making it possible to transmit a signal, automatically (through detectors) and manually (through alarm buttons) from the place where the fire breaks out to a manned control centre, and the subsequent transmission of the alarm from this control centre to the building's occupants, either automatically or manually. Certain telephone numbers are also available for giving information about any unusual situation. The numbers to be dialled in such cases provide contact with the reception at the Jaume I building, or with the campus's Alarms Coordination Centre, located in the same building

When a fire is detected, the control centre alerts the campus's Alarms Coordination Centre and activates the alarm siren within four minutes of the alert being given.

In order to limit the spreading of the fire and the consequences this would have, the buildings are fitted with systems to protect against fire, consisting of Equipped Fire Hydrants and portable multi-purpose powder and CO₂ extinguishers, evenly distributed throughout the area of the building.

The means of fire detection and protection are identified by **specific signs**:



Alarm button



Fire Extinguisher



Equipped Fire Hydrant

The Property Management and Contracting Service is responsible for the **maintenance program** of fire-fighting material, involving the regular checking of the various items of equipment, systems and signs concerned.

Guidelines for individual behaviour:

If you identify a fire in a UPF place:

1. Protect yourself from the fire to avoid exposing yourself to the smoke being given off.
2. **Raise the alarm as soon as possible**, by calling one of these numbers:



1701

or



2710

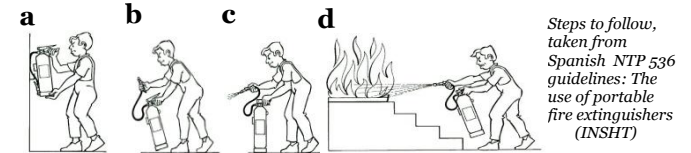
**Jaume I Building
Reception Desk**

**Alarms
Coordination Centre**

You can also raise the alarm by pressing one of the **alarm buttons**.

3. If your clothing has caught fire, do not run: ask for help. Throw yourself onto the floor and roll over to extinguish the flames. A fire extinguisher must never be aimed at a person.
4. If necessary, and only if you feel capable of doing so and the fire is small and localized, try to put it out by using an extinguisher. In all cases, the following steps must be taken:
 1. Cover your mouth and nose with an item of clothing or a handkerchief (wet, if possible).
 2. Prepare the extinguisher following the instructions on the label. In general, what you need to do is as follows:

- a) Unhook the extinguisher, holding it by the handle or fixed lever at its top and placing it on the floor in a vertical position.
- b) Extract the safety pin by pulling on the ring. If it is a CO₂ extinguisher, you must hold the top by the insulated handle intended for this purpose and make sure not to direct it towards other people. If the extinguisher has a fitted hose (meaning it is of the ABC multi-purpose powder type), hold it by the mouthpiece to avoid the uncontrolled release of the extinguishing material.
- c) Press the handle down to release a small test amount of extinguishing material.
- d) Direct the extinguishing material towards the base of the flames with a sweeping movement and keeping it at a minimum distance of one meter away from the fire.



IF YOU HEAR THE EVACUATION SIREN

Means of protection for your building

The buildings are equipped with an **alarm siren**, of the continuous two-tone type, with electric hooter devices distributed throughout the area of the buildings. They also have sound systems.

The buildings have safe **evacuation routes** and there are **different exits from the building**, together with **emergency lighting** facilities.

The emergency exits and evacuation routes are indicated by **specific signs**:



Direction towards an emergency exit



Emergency exit

The Property Management and Contracting Service is responsible for the **maintenance programme** of these facilities, involving the regular checking of the various items of equipment, systems and signs concerned.

