

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**

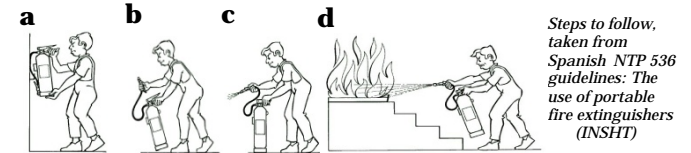
**Alarms
Coordination Centre**

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.

Guidelines for individual behaviour:

When it is decided that the building has to be evacuated, occupants will be warned about it through a siren or, at acoustically isolated spaces, a strobe light. From that moment onwards, the following steps will need to be taken:

1. Proceed to leave the building, following the signposted evacuation routes which lead to the emergency exits.

To ensure that the evacuation proceeds smoothly and to guarantee the personal safety of everyone, it is very important to respect the following recommendations made by the Government of Catalonia's General Directorate for Emergencies and Public Safety:

- Do not stop to collect personal belongings, so as to avoid obstacles and delays.
- Move quickly but without running, and without jostling or pushing other people.
- Once the evacuation has started, you must under no circumstances turn back to search for colleagues or to fetch personal belongings.
- Always evacuate the building by proceeding downstairs, not upstairs, except in cases in which it is impossible to leave the building.
- **Never use the lifts/elevators.** They are traps in which you can get caught if there is a power cut, and they also act as chimneys for smoke.
- Do not go down the stairs either if you can see that there is smoke. In this situation the best thing to do is to stay in an area with windows giving onto the exterior to ensure that you can be seen. Meanwhile, close all doors and, if possible, block the gap under the door with wet clothes.
- Do not open a door if you think the fire is behind it. Before opening a door, make sure that it is not hot and that smoke is not emerging from underneath it.
- If you are nevertheless obliged to cross an area full of smoke, breathe through a wet handkerchief and move forwards either bent double or crawling on all fours.
- If your clothing has caught fire, do not run. Throw yourself onto the floor and roll over. A fire extinguisher must never be directed towards a person.

2. On leaving the building, do not block the emergency exits and proceed to the assembly point foreseen, situated in:

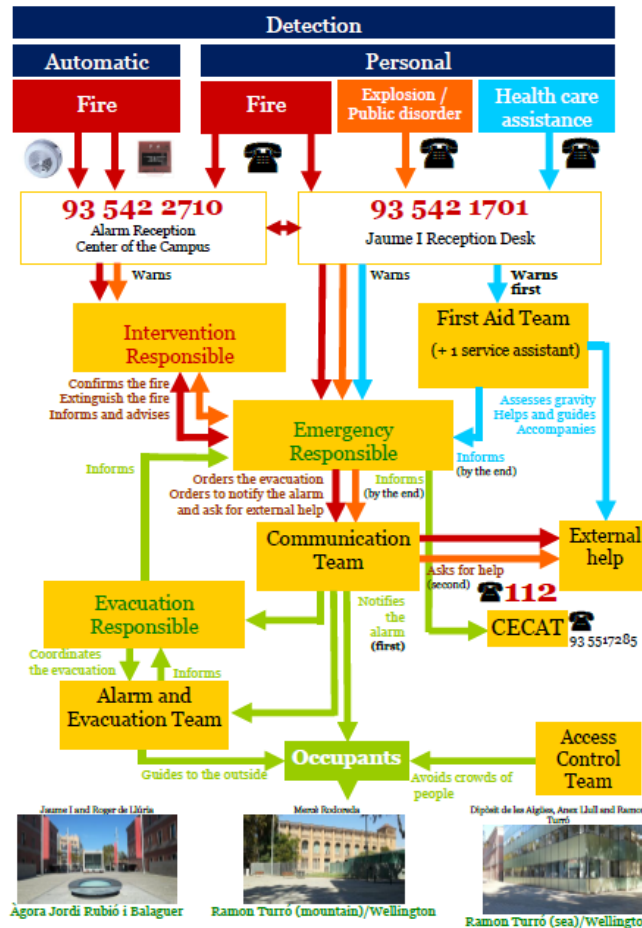
- For Jaume I and Roger de Llúria buildings is Agora Jordi Rubió i Balaguer
- For Mercè Rodoreda building is the sidewalk at Wellington street, at the crossroads with Ramon Turró street (mountain side)
- For Dipòsit de les Aigües and Ramon Turró building is the sidewalk at Wellington street, at the crossroads with Ramón Turró (sea side)



3. Remain at the assembly point and await further instructions.

Once the situation is under control and the personal safety of all is guaranteed, the end of the emergency will be announced and occupants will be notified of the normalization of the situation and the return to the building.

GENERAL ACTION PROCEDURE



Universitat
Pompeu Fabra
Barcelona

GUIDELINES FOR ACTION IN CASE OF AN EMERGENCY ON THE CIUTADELLA CAMPUS



Cardiac-Protected Area

BUILDINGS:
10 DIPÒSIT DE LES AIGÜES
13 RAMON TURRÓ
20 JAUME I
23-24 MERCÈ RODOREDADA
40 ROGER DE LLÚRIA

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

Technical Office for the Prevention of Occupational Hazards
Roc Boronat, 138 | 08018 Barcelona | 93 542 20 55 | opri@upf.edu