

What to do in an emergency

Students



Àrea
d'Infraestructures i Serveis Generals
Sostenibilitat, Benestar i Seguretat Laboral

UVIC | UVIC-UCC

UVIC

UNIVERSITAT DE VIC
UNIVERSITAT CENTRAL DE CATALUNYA

1. INTRODUCTION

The Balmes University Foundation has developed a set of measures (procedures, systems and organisation) in order to anticipate, prevent and control emergency situations that may occur on campus or within the university community.

It is very important that you know and understand the basic procedures to be followed in the event of an emergency in order to minimize its effects on people and property.

Basic safety instructions for different types of emergency situations are outlined below.

2. GENERAL INSTRUCTIONS

Know your surroundings. It is very important that you are familiar with the facilities and your study environment. Locate the evacuation routes closest to your place of study and the nearest emergency exits. You will find evacuation plans with "You are here" posted on the walls in each building.

Locate the fire extinguishers and emergency alarm buttons.



In the event of any emergency, remember PNA: protect, notify and assist. Always in this order.

PNA (PROTECT | NOTIFY | ASSIST)

- **Protect:** protect yourself and others. Try to move the victim to a safe location. Protect university property.
- **Notify:** notify the emergency services. In the event of any emergency, call the **Alarm and Communications Control Centre (CCAC)**. CCAC is the centre where emergency calls are received and centralised.
- **Assist:** help and cooperate fully with the emergency services.



From a UVic extension	5555
From your mobile phone or an external phone	93 881 5555
Emergency services number	112

3. FIRE

What should you do in the event of a fire?

If the fire is small or has just started:



Notify people who are nearby.



Sound the fire alarm.



Call the Emergency number.



Close doors to contain the fire. If it is safe to do so, close windows, switch off air conditioning and extraction fan systems, etc.

Try to put out the fire if you know how to use a fire extinguisher. Never try to put out the fire alone!



Quan i com utilitzar un extintor



If the fire is out of control:

Close doors to contain the fire. If it is safe to do so, close windows, switch off air conditioning and extraction fan systems, etc.



Notify people who are nearby.



Sound the fire alarm.



Call the Emergency number.

Evacuate the building and follow evacuation instructions.

**If you are trapped by fire:**

- 1. Protect yourself**, go to an area where you can close the door and windows, and switch off the air conditioning system.
2. If possible, seal all cracks around the door with (preferably) wet clothes.
- 3. Summon help.**
4. Make yourself visible to others through the windows.

If you find it hard to breathe, open a window. **Remember that smoke can be more dangerous than the fire itself!**



4. EVACUATION AND SHELTER-IN-PLACE

EVACUATION

When do you have to evacuate the building?

- Fire

- Bomb threat

- Terrorist attack

- Gas leak

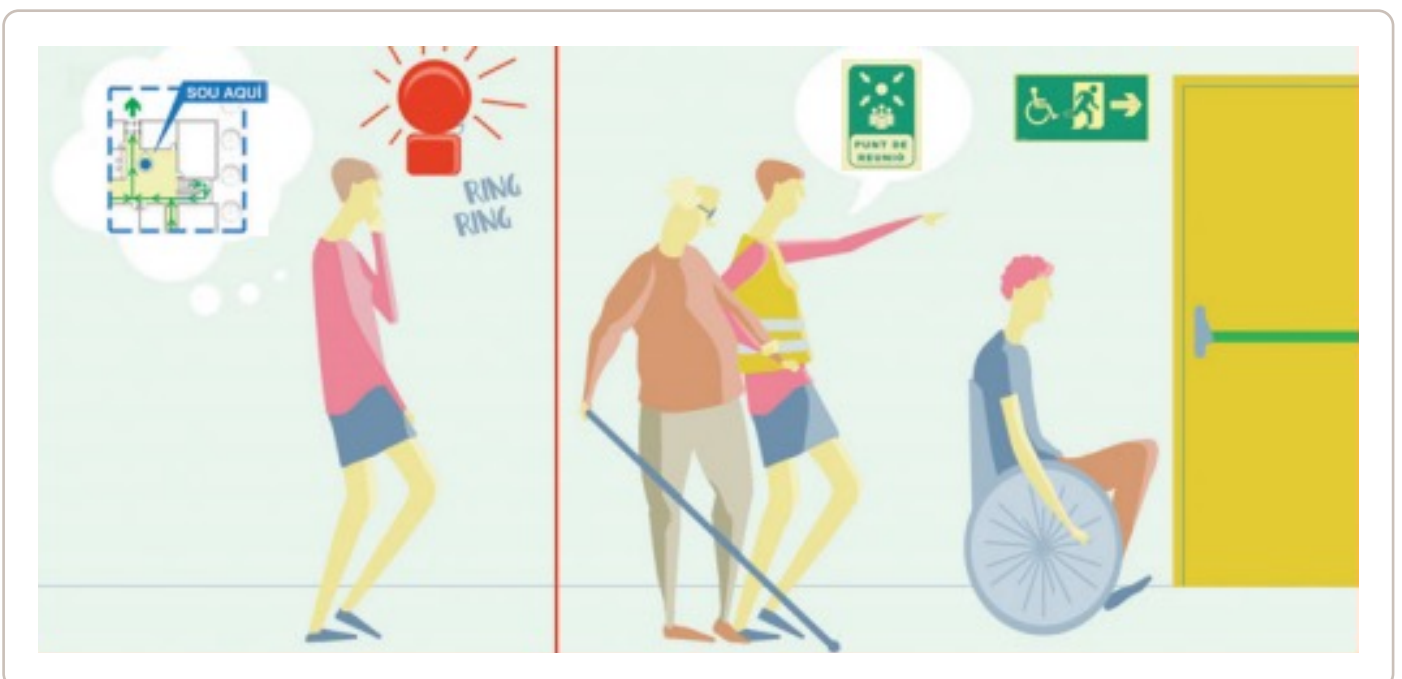
- Chemical spills

How will you know if you have to leave the building?

- A. If you hear the evacuation alarm

- B. If you are notified

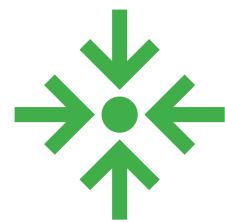
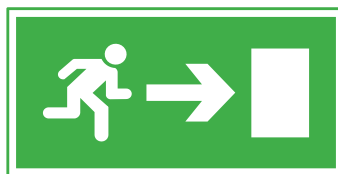
- C. If there is an obvious emergency



If you are ordered to evacuate:

- Help people who may need assistance.
- Help and guide visitors.
- Follow all instructions from the evacuation teams or your teacher.
- If you are in class, evacuate the classroom or laboratory quickly, without running.
- Do not stop to collect books, documents or personal belongings.
- However, please note! In the event of evacuation due to a bomb threat, it is important that you do take your bags, belongings, etc. with you.
- Assist in the evacuation. Help check that no one is left behind in your area.
- If possible, switch off air conditioning systems, close windows and, especially, doors, but do not lock them.
- Follow the evacuation route to the nearest available exit.
- Do not use the lifts.
- Do not stop anywhere along the evacuation route, or at the exits of the building.
- Do not re-enter the evacuated building until told it is safe to do so.
- After exiting the building, report to the assembly point. The assembly point is the designated area or location outside the building where the people evacuating must gather and remain until the end of the emergency.
- If someone is missing, notify the emergency services.

**DO NOT USE THE
LIFTS IN THE
EVENT OF FIRE**

**SHELTER-IN-PLACE**

Shelter-in-place is a protective measure that consists of seeking safety inside the building until the conditions outside are safe again.

If you are advised to shelter in place:

Do not leave the building.
If you are outside, enter a building quickly.

STOP

Close doors and windows.
Switch off air conditioning and ventilation systems.



Wait inside the building
until your supervisor or the emergency services tell you that it is safe to leave.

5. MEDICAL EMERGENCIES

In a medical emergency, remember **PNA**:

- **Protect.** Protect yourself and move the victim to a safe location if they are in danger.
- **Notify.** Call the internal emergency number 5555 (UVic extension) or 938 815 555. It is very important that you provide as much information as possible about the victim's condition. Above all, indicate whether the victim is conscious or unconscious.
- **Assist.** Provide first aid, if trained.

Locate the nearest emergency equipment to use in the event of a burn, contact with corrosive or toxic products, etc.



Assist and cooperate with emergency services.

If you suspect that the victim has had a cardiac arrest:

The FUB has semi-automatic defibrillators (AEDs) distributed in campus buildings. AEDs are used to revive someone who is having a possible cardiac arrest.

Miramarges – Building B

The AED is located in the entrance hall of building B, on the same side as the photocopier, and next to the fire fighting equipment.

Miramarges – Building F

The AED is located next to the reception desk in building F.

Torre dels Frares Campus

The AED is located in the entrance hall of the Torre dels Frares building, next to the main exit.

Masia Torre dels Frares

The AED is located next to the entrance, by the reception desk.

Sports arena

The AED is located in the entrance hall of the CAFE building, next to the photocopier.

Casa de Convalescència

The AED is located next to the photocopier in reception.

6. VERBAL AND/OR PHYSICAL THREAT. TERRORIST ATTACK**IN THE EVENT OF A VIOLENT VERBAL AND/OR PHYSICAL THREAT**

- If you notice someone acting suspiciously or strangely, inform your teacher, the person in charge of the activity or reception staff in your centre.
- Keep calm, try to contain the situation: DO NOT respond to verbal provocation or aggression. Try to redirect the situation by looking for points of agreement.
- Stop any activities until the situation is under control or the necessary conditions exist to resume activities safely.
- Establish an appropriate safe distance from the potential aggressor. Position yourself near an exit, so you can escape quickly if necessary.

WHAT TO DO IN THE EVENT OF A TERRORIST ATTACK**If you see an armed person, run:**

- If you have the opportunity, move away as quickly as you can.
- Vacate the area regardless of whether others agree to follow.
- Avoid using lifts.
- Leave all personal belongings behind.
- Help others escape, if possible.
- Prevent others from entering the area where the armed person may be.
- Exit and move away from the exterior of the building.

If you cannot escape, find a place to hide:

- Lock or barricade the doors.

- Keep away from the door.

- Silence your mobile phone.

- Hide behind large objects.

- Remain silent.

- Try to keep out of visual range of the armed person.

- Stay in hiding.

- Avoid negotiating with terrorists or aggressors.

When you are in a safe place, notify:

- Call 112.

- Report your location and, if possible, the location of the armed person.

- Provide as detailed information as possible.

- Prevent others from entering the area, if possible.

When the police arrive:

- Follow their instructions.

- Keep calm.

- Avoid shouting or waving your arms.

- Keep your hands visible.
