



## **GENERAL PROCEDURES TO FOLLOW IN CASE OF EMERGENCY**

### **SAFETY RULES TO PREVENT FIRES**

- You must keep the premises you occupy clean and tidy: the dirt, spills of flammable liquids and the accumulation of combustible material (paper, boxes, etc.) favor the development of a fire.
- Do not leave machines or lights running unattended, if not essential.
- Do not use multiple plug connectors in excess, they can overload the wiring and cause short circuits and fires.
- Do not use sockets or extension cords damaged or that are not approved (CE marked).
- Do not make repairs or adjustments to the electrical installation or machines: this is an exclusive task of technical services.
- Handle carefully flammable products and avoid leaving them near heat sources.
- According to the regulations, you can not smoke in educational buildings. In places where smoking is allowed, do not throw cigarette butts in the waste bins.
- Do not block paths or emergency exits, which must be at least 80 cm. wide open, and do not leave boxes, furniture or any other material that could hinder evacuation. Do not block access to extinguishment equipment (fire extinguishers, hoses, etc.).



### **WHAT SHOULD YOU DO IF YOU ARE IN AN EMERGENCY (Fire or smoke, an injured person, gas leaks, explosions, a suspicious package, etc.)?**

#### **1st. KEEP CALM**

**2nd. Notify the CONCIERGE immediately** to activate the emergency plan. You can do this by phone, or by pressing the emergency buttons or by asking someone present to warn the concierges.



Indicate to the concierges the exact place of the emergency and the type of emergency (fire, injured persons, a gas leak, explosion, etc.).

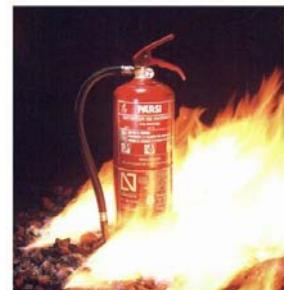
**3rd. TRY TO COMBAT THE EMERGENCY** with the expertise and the resources available (fire extinguishers, fireproof blankets, etc.), **WITHOUT RISKING UNNECESSARILY**, and wait for the arrival of reinforcements.

### **FIRE FIGHTING EQUIPMENT**

**a) ABC dry powder extinguisher:**



Used for type A fires (solids, such as paper, wood, etc.), type B (flammable liquids) and type C (gases such as propane, butane, etc.). It can also put out fires where there is an electrical installation, but powder can spoil the machines nearby.



**b) Carbon dioxide (CO2) extinguisher:**

Suitable for fires where there is an electrical installation (electrical panels, computer rooms, etc.).

It is a gas that goes out at -70 ° C, therefore do not apply on people.

### **HOW TO USE AN EXTINGUISHER:**



Take the proper extinguisher and remove the ring



Aim at the base of the flames and then gently move from side to side to cover all flames

**c) Fire hoses (BIEs):**

There are hoses in the educational buildings larger than 2000 m<sup>2</sup>, according to regulations. Water is very suitable for solid fires, but one should be very careful if there is electric wiring, since you could get an electric shock. There are two sizes:

- ✓ 25 mm. (rigid) can be used by a single person, because you do not need to unfold it completely.





- ✓ 50 mm. Needs to be fully deployed for use, so two trained people are needed.

#### d) Fire switchboard, fire detectors and emergency switches:

They must be in the educational buildings with more than 5000 m<sup>2</sup>.

The switches send a signal to the fire switchboard when someone breaks them, and a concierge should go immediately to see if there is a real emergency. If it breaks when there is no concierge (evenings and weekends) alarms in the building automatically activate.

The fire detectors automatically send a signal to the emergency switchboard, and concierges should also check if the fire is real.



#### f) Alarms

The educational buildings over 1000 m<sup>2</sup> must have alarms to warn people they must evacuate the building. They should be heard from everywhere in the building.

## EMERGENCY EVACUATION

- When you hear the alarm of the building continuously, you must stop any dangerous machinery and installation in your area (appliances, water, gas, electricity, ...) and leave the building, **without running**, following the nearest exit signs. You must comply with the instructions of the staff responsible for evacuation, if any.
- If you work during evenings, weekends or holidays, please fill in the log book that is at the concierge, to recognize your presence in case of an emergency.
- The **general instructions that you must follow during the evacuation** are:
  - ☞ Do not waste time collecting personal items. Exit quickly but orderly and without running.
  - ☞ When you leave the room, close the door.
  - ☞ **Never return back** to collect personal belongings or to find someone.
  - ☞ In case of fire that emits toxic gases evacuate the area in the direction opposite to the direction of the gas cloud. In the presence of smoke, breathe through a handkerchief, wet if possible. If necessary, advance on hands and knees.





- ☞ If fire prevents you from leaving the building, go to a room with exterior windows. Close the door and if possible put wet clothes under the door. Make signals from the window or phone from inside.
- ☞ You have to go to the **meeting point**, located at the **main entrance of the building**.
- ☞ Wait until the people in charge determine the end of the emergency.
- ☞ **Do not go to the parking to pick up your vehicle**, since this could collapse the access roads for the fire brigade and ambulances.
- ☞ Collaborate at all times with the designated emergency personnel, and participate in all the fire drills that will be organized in your building



## EMERGENCY ORGANIZATION

The following teams of people are being created in each UIB building to respond quickly to any emergency situations:

- **Transmissions Team:** integrated by the concierges of the building. In an emergency, they must immediately notify the head of emergencies and the intervention team. They control the switchboard and fire alarms, and make internal and external calls, following the orders of the emergency head.
- **Heads of emergency:** they are the top executives of the building (Deans, School Directors, Heads of Studies, Department Directors and Center Manager). They will handle the emergency and give appropriate instructions to the different emergency teams.
- **Intervention Team:** composed of volunteers from each building, with practical training. Responsible for combating the emergency (fire, gas leak, etc..) with the means and expertise available and of informing the head of emergency on the evolution of the incident.
- **Evacuation Team:** It consists of staff from different areas of the building, as well as teachers who must evacuate their students when teaching or while in practices. When the alarms of the building ring they should review room by room that nobody remains in his/her area. After this they inform the emergency head, who keeps a record of the evacuation of the building.



- **Sanitary Team:** formed by the Medical Unit of the UIB and volunteers of the building with first aid training. They take charge of evacuating and care the injured.

To check the operation of the emergency plan there are fire drills every year.

