

Evacuation protocol



EMERGENCY PLAN

GENERAL INSTRUCTIONS IN CASE OF AN EVACUATION

1. WHAT DO YOU HAVE TO DO IF YOU DETECT A DANGER SITUATION OR AN EMERGENCY?

- Please inform the reception (ext. 1020 or tel. 933.160.020), about the location of the accident and its characteristics.
- Don't forget to inform about:
 - Your personal identification
 - Location and characteristics of the emergency
- Inform the people close to the emergency zone about the situation.
- Follow the instructions of the **Emergency Teams**

If you can't contact the reception, push the closest alarm button.



2. WHEN DO YOU NEED TO EVACUATE?

1. When you hear the acoustic signal for evacuation and hearing the following message through the loudspeakers:

ATENCIÓ, ATENCIÓ: això és un missatge d'evacuació. Dirigiu-vos ordenadament cap a la via d'evacuació més propera per adreçar-vos al punt de reunió.

ATTENTION PLEASE: This is an evacuation alarm. Please walk calmly to the closest evacuation route and go to your meeting point.

2. When members of the **Emergency Team** tell you.

3. HOW SHOULD YOU EVACUATE?

- You will have to stop everything you're doing, let the materials you are using in a safe position and go to the **MEETING POINT**.
- During the evacuation, don't use the lifts, don't stop in doors nor corridors and don't carry personal objects.
- Accompany any visitors or external employees under your supervision to the **MEETING POINT**
- Follow in every moment the instructions of the **Emergency Team**.

Once you get to the **MEETING POINT**, join your laboratory or department colleagues and make a visual recount.

If you miss any colleagues, please inform immediately the **Evacuation Officer** of your area.

4. WHERE IS YOUR MEETING POINT?

The location of the meeting points is in all cases the promenade "Passeig Marítim de la Barceloneta" with the following distribution:

PRBB	In front of the CMIMA/ CSIC entrance, next to the pedestrian cross. This meeting point is shared by PRBB employees and external employees.
IMIM Fundació IMIM	In front of the Hospital del Mar emergency entrance.
CEXS-UPF	In front of the upper CDCL Lounge Club Restaurant entrance
CRG	Ramp protection fence at the promenade (ice-cream shop and bicing)
CMRB	At the beginning of the beach ramp
CRC-CIM (IAT)	In front of the Agua restaurant entrance
CREAL	In front of the sign "Barceloneta Information Point"
Fundació P. M.	In front of the Hospital del Mar entrance

5. WHAT TO DO IF YOU FIND YOURSELF TRAPPED?

If you find yourself trapped by fire or by the presence of a large quantity of smoke in the evacuation routes:

- Keep calm; go to a smoke-free area.
- Close the doors and shut down the ventilation system of your area, if possible.
- Inform about your location calling reception or making signals through the windows.
- Open the window slightly to get clean air in the room.
- Wait for being rescued.

6. WHAT TO DO IF YOU HEAR THROUGH THE LOUDSPEAKERS A MESSAGE ASKING YOU TO STAY IN YOUR CENTER?

- Don't get out of the building; follow the instructions from the loudspeakers.
- Shut down the ventilation system of your area.
- Close all the doors and windows.
- Please follow the instructions about the evolution of the emergency through the periodical messages emitted over the loudspeakers.

7. MAP OF MEETING POINTS

