

EVACUATION MEASURES

- Follow the instructions given by the emergency teams.
- Stay calm, do not shout.
- Disconnect electrical and heat equipment.
- Escort the personnel foreign to the building that happens to be with you.
- Close the windows of your classroom or work area.
- The last person to leave the unit will close the door and place a visible object in front of it.
- Do not go back to collect personal belongings or to look for other people.
- If there is plenty of smoke, stay low and cover your nose and mouth with a handkerchief or some other clothes.
- If for some reason you are unable to reach a safe area, you must notify:
 - If possible, the EAE of your floor, who will report on your situation.
 - If not possible, do it through the windows.
- Do not use the elevator.
- Once you have left the building, go to the meeting area.

OUTSIDE MEETING AREA



In this area, check if anyone is missing and inform the E.A.E. responsible for your floor.



SELF-PROTECTION PLAN UNIVERSIDADE DE VIGO

**Actions in case of Emergency
Experimental Sciences Building**

Universidade de Vigo

*Servizo de Prevención
de Riscos Laborais
(Risk Prevention Office)*

ACTIONS IN CASE OF FIRE

- Inform about the fire, by pressing the alarm button or by calling “Conserjería”.
- Stay calm, do not shout.
- Try to extinguish the fire with the nearest fire extinguisher.
- In case you are unable to extinguish the fire, close the room door.
- Follow the instructions given by emergency teams.

ACTIONS IN CASE OF BOMB THREAT

- If you identify a suspicious package report it to “Conserjería”, and wait for instructions.
- Before leaving the building, check for something that seems suspicious, do not touch it and do not move it, and report it to “Conserjería”.
- Stay calm, do not shout.
- Perform the actions as directed by the Alarm and Evacuation Team of the floor.

USE OF PORTABLE FIRE EXTINGUISHERS

- Pick up the extinguisher.



- Remove the seal or the ring when you are ready in position.



- Actuate the firing mechanism, pressing the gun.



- Attack or extinction:
Direct the spray at the base of the flames, extinguishing them by zones and not moving forward until complete extinction.



EXTERNAL HELPLINE

| External Emergency | Phone Number |
|--------------------------------------|--------------|
| Attention Center for Emergency calls | 112 |

What information is necessary to provide?

- ID of caller.
- Nature of the incident giving rise to the call.
- Place at which it occurs.
- Actions until that moment, if known.

Remember the instructions of the Self-Protection Plan for your Center.