

# Everyone is responsible

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## SAFETY AND SELF-PROTECCION REQUIRES EVERYONE'S PARTICIPATION AND RESPONSIBILITY

### Members of the university community should:

- Make an effort to reduce risks.
- Be aware of and observe basic protection and prevention measures to prevent unsafe conditions.
- Become familiar with university buildings and their security measures, including evacuation routes and how to extinguish fires.
- Be aware of the general recommendations for emergencies.
- Cooperate with all requests made by internal and external response teams.
- Inform university personnel (professors, janitors, security personnel, etc.) about any risk or emergency observed.

## Thank you for your cooperation

# Emergency phone numbers

## Pamplona

948 174448  
Ext. 802154

## San Sebastián -TECNUN

943 219877  
Ext. 2200

## Madrid - ISEM

Ext 850000 / 850019

## Emergency Response Centre

112

Health & Safety Office  
T. 948 42 56 00, ext. 83-2139  
[www.unav.edu/web/prevencion-de-riesgos-laborales](http://www.unav.edu/web/prevencion-de-riesgos-laborales)  
[sprl@unav.es](mailto:sprl@unav.es)

# Emergency Action Plan students and visitors to the University of Navarra



Universidad  
de Navarra

# Recommendations for emergency prevention

Follow the safety instructions of the professor or your guide if you are a visitor.

Emergency doors are to be used only on the advice of university personnel.

Familiarize yourself with your building:

- Exits and evacuation routes.
- Extinguishing equipment.
- Dangerous areas.

Keep exits, evacuation routes and extinguishing equipment clear and obstacle-free.

Keep areas clean and tidy; waste and litter are potential fire hazards.

Respect the ban on smoking throughout university premises and facilities.



Become familiar with evacuation routes, exits and extinguishing methods in your building.



If there is smoke, breathe through a damp cloth and walk in a crouch stance.

# Action plan on detecting an emergency

**If you are with a professor or another university staff-member:**

Alert them to the emergency and follow their instructions.

**If you are NOT with a professor or other university staff-member:**

1. Leave your current location and close the door.
2. Report the situation to:
  - The janitors of the building.
  - The nearest professor or other university staff-member
  - If the action is serious and you need to act fast, PUSH THE NEAREST EMERGENCY BUTTON.
3. Leave the building or remain somewhere where you do not impede the action of the response teams.

## Fire extinguisher signs



Extinguisher



Fire hydrant (hose)



Emergency alarm



Fire extinguisher set

# Action plan in the event of evacuation

**Before you leave:**

Stop what you're doing and follow instructions.

If you are not under the supervision of a professor, start evacuation.

If you are a visitor, follow the instructions of your guide.

**During the evacuation:**

Always follow the instructions of your professor, guide and response teams.

Remain calm and unrushed: do not shout, run or push.

Do not waste time looking for personal items.

Do not leave your class or practical group.

NEVER go back to find others.

Help people with difficulties to leave.

If there is smoke, breathe through a damp cloth and walk in crouch stance.

Before opening any door, check whether it is hot; if it is hot, there is probably fire or smoke on the other side: DO NOT OPEN IT.

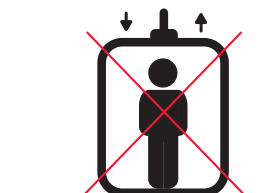
**When leaving the building:**

Stay away from the affected area and go outside.

If is possible, group together by class.

Once grouped, if you notice someone is missing report it to the emergency personnel.

Remain outside until the response teams allow you to return.



In case of emergency, do not use elevators.