SAFETY AND SELF-PROTECTION 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
spr@unav.es
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.

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.

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 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.

Fire extinguisher signs

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.

In case of emergency, do not use elevators.