

What to do in case of fire at the UB

1. In case of medical emergencies or when immediate assistance or evacuation is required:

CALL 112
IMMEDIATELY



Also call the emergency number at the Faculty (the control, alarm and communications centre at the Information Point in the Margalef Building) so that staff can alert the first aid team in the building and tell the ambulance how to reach the accident site. Tel.: **934 039 797**

2. If the emergency is not life-threatening and there is no need for immediate assistance or evacuation:

On workdays between 8 a.m. and 6 p.m., call **UB Medical Services** (Adolf Florensa 8). Tel.: **934 024 597**

At any other time, call the following providers based on your group:

Trainee research staff and grantholders, university-contracted PDI, all PAS	Mútua Universal: 900 203 203 (24-hour assistance) <ul style="list-style-type: none"> Mútua Universal: Rosselló 168 Open from 8 a.m. to 8 p.m. Tel.: 934 848 484 Delfos Medical Centre: Av. de Vallcarca 151-161 Tel.: 934 848 500 (24-hour assistance)
Civil service PDI, MUFACE	Social Security or MUFACE affiliated centres
Students	Social Security or collaborating, affiliated or authorized medical centres, using school insurance SAE: Student Support Service

Always notify the person in charge of the laboratory, unit or department of any emergency situation.

For more **information on medical providers by group**, scan the QR code to the right:



Important. Fill in the **notification of accident form** available at the UB website and send the completed form to OSSMA.



What to do in case of fire

If you see an **outbreak of fire**:

- **Call the emergency number at the Faculty** (the control, alarm and communications centre at the Information Point in the Margalef Building).
Tel.: **934 039 797**
- **Take action.** Try to control the fire with any means available (using fire blankets, fire extinguishers, fixed firefighting systems) to the best of your skill and knowledge, but



never put yourself in physical danger

- If you successfully put out the fire, advise the Information Point that the emergency has ended.
- If you do not successfully put out the fire or you are unsure how to act, advise the Information Point and leave the area, closing windows and doors.

How to report emergencies

- When you report an emergency, **communicate** clearly:
 - **your name**
 - **type of emergency**
 - **location of emergency**
 - **size of emergency**
- If you cannot reach the emergency number at the Faculty (the control, alarm and communications centre at the Information Point in the Margalef Building, tel.: **934 039 797**), request help from anyone nearby and try to get there on foot.
- You can also activate one of the **wall-mounted fire alarms** (but do bear in mind that the alarms will set off every siren in the building and initiate an evacuation).



In case of evacuation

- If the alarm goes off, leave the building immediately using the route indicated on the **“You are here” emergency evacuation maps**.
- Do NOT stop to collect any personal items.
- Follow the instructions of any teaching staff or other person in charge of your classroom, laboratory, etc., or any member of the evacuation team (who are normally identified by a yellow armband).
- If you are alone, leave the building using the route indicated on the corresponding emergency evacuation signs and maps.
- Go directly outdoors and gather at the emergency assembly point that corresponds to your area.

For more information on the **rules to follow in case of emergency**, scan the QR code to the right:



What to do in case of an incident or a need to report a risk at the UB

All staff and students at the University of Barcelona can report any risk or unsafe act that they detect on the UB premises or in any related external activity.

Fill in the **risk communication form** available at the UB website and submit the completed form to OSSMA.



Steps in response to the detection of abnormal odours in the laboratory

If you notice an intense or abnormal odour when entering the laboratory or during your daily activity in the laboratory, and/or you begin to notice irritation in your eyes, mucosa or airways:

- Advise the person in charge of the laboratory directly.
- Open windows to ventilate the space.
- Check that all sinks are closed with their plugs in place.
- Run water down the drains to fill the traps if the plugs are not all in place.
- Close any glass cabinets if they are not in use.
- Exit the laboratory until the air is renewed.
- Notify the staff in charge of the laboratory and the department.
- Notify the maintenance service in the Faculty:
 - Logistical Technical Unit: **934 029 072** and **696 985 958** (internal: **11147**)
 - Information Point: **934 021 431** and **934 021 432**
- Notify OSSMA.

If in doubt:

- Leave the space.
- Close the entrance door.
- Advise the person who is in charge of the space directly or call:
 - Logistical Technical Unit: **934 029 072** and **696 985 958** (internal: **11147**)
 - Information Point: **934 021 431** and **934 021 432**

If you need to fill in a **maintenance form**, you can find one by scanning the QR code to the right:



Steps in case of a spill or leakage

In advance, everyone must **know where to find the universal absorbent** that every laboratory and unit are required to have, as well as **the nearest spill kit**: there is a kit at the Information Point in the Margalef Building and another kit at the Information Point in the Prevosti Building.

In response to a chemical spill or leakage:

- Immediately notify the person in charge of the lab and follow their instructions at all times.
- In case of an **uncontrolled spill or leakage**, exit the laboratory, close the door and initiate the action protocol in case of emergencies. Call the emergency number at the Faculty (the control, alarm and communications centre at the Information Point in the Margalef Building): tel.: **934 039 797**.
- In case of **a spill or leakage that can be contained and controlled**:
 - Evacuate any staff not involved in the containment effort from the affected area.
 - Identify and make a preliminary assessment of the danger caused by the spilled or leaking product.
 - Follow the specific recommendations contained in the **safety notes** compiled on the chemical product involved.
 - In case of solid chemical products in dust form, do not open windows or create air currents.
 - In case of liquid products, close the door of the room where the spill or leak has occurred and open the windows, or increase the air renewal in the area.
 - Remove any products and materials that can react with the spill or leakage from the immediate vicinity.
 - Make use of **personal protective equipment (PPP)** as indicated on the safety notes for the spilled or leaking product (if you do not have any, you will find some kept with the spill containment kit).
 - Apply the required containment material (universal absorbent, absorbent cloth or rolls).
 - Collect any waste and deposit it in the container for contaminated solids.
 - Notify the Faculty:
 - Logistical Technical Unit: **934 029 072** and **696 985 958 (internal: 11147)**
 - Information Point: **934 021 431** and **934 021 432**
 - Notify OSSMA.