

# EVACUATION RULES

## UNIVERSITY OF CÓRDOBA



1. **Remain calm.** Try to keep others calm.
2. When **fire alarm sounds**, **calmly evacuate** the building and join the first evacuation group that you see.
3. **Follow instructions of Emergency Response Brigades.**
4. A closed door can provide good protection against fire and smoke. **Use available materials to seal doors and air ducts.**

***DO NOT GO THROUGH SMOKE***  
***GO TO SAFE MEETING POINTS***

5. **Mark your area** when it is empty.
6. Try to **HELP** to disabled, trapped or injured persons.
7. **Notify** Emergency Response Brigades **every incident** which you have seen in the evacuation.
8. **Turn off** electrical and laboratory equipment.
9. **Do NOT use elevator.**
10. **Do NOT leave the evacuation group.**
11. **Do NOT take handbags and backpacks.**
12. **Do NOT run.**
13. **Do NOT stop.**
14. **Do NOT go back.**
15. **Do NOT leave safe meeting points.** Emergency Response Brigades will notify evacuated people that they can return to the building.

**Remember:  
IN CASE OF AN  
EMERGENCY,  
REMAIN CALM**



**YOU MUST NOT  
BE AN  
ADDITIONAL  
PROBLEM**



UNIVERSIDAD  
DE  
CÓRDOBA

HEALTH, SAFETY AND ENVIRONMENTAL  
PROTECTION DEPARTMENT

**Health and Safety Office**  
Colonia San José, 4. Campus Rabanales.  
Phone: 957 21 81 37. Fax: 957 21 88 88  
e-mail: [prevencion@uco.es](mailto:prevencion@uco.es)

## DIRECTORY



General enquiries → 957-21-8000  
Security (Rabanales Campus) → 957-21-1055

## OTHER SAFETY TIPS

- 🔥 Be fire-safety conscious.
- 🔥 Unplug all electrical appliances after every use.
- 🔥 Regularly check your electrical installations, and have all frayed wirings and electrical fixtures changed or repaired by a licensed electrician.
- 🔥 Do not overload electrical circuits by putting additional lights and appliances.
- 🔥 Never leave lighted candles unattended.
- 🔥 Strictly obey the NO SMOKING signs.
- 🔥 Do not throw lighted cigar or cigarette butts on dried leaves and garbage.
- 🔥 At home, NEVER leave cooking unattended.
- 🔥 Stay alert.
- 🔥 Keep things that can catch fire away from heat.
- 🔥 NEVER use water on a grease fire.
- 🔥 Know what to do if you have a cooking fire.
- 🔥 Keep pets away from the cooking area.

Guide to Health and Safety  
in LABORATORIES



Manuel de Sécurité et de  
Santé en LABORATOIRES



UNIVERSIDAD  
DE  
CÓRDOBA

HEALTH, SAFETY AND ENVIRONMENTAL  
PROTECTION DEPARTMENT

**Health and Safety Office**  
Colonia San José, 4. Campus Rabanales.  
Phone: 957 21 81 37. Fax.957 21 88 88  
e-mail: [prevencion@uco.es](mailto:prevencion@uco.es)