



1. Objective:

This procedure presents the General Safety Instructions to be distributed to the whole community at Foz Campus of Centro Regional do Porto of Universidade Católica Portuguesa.

2. Application:

The instructions on this procedure are distributed do the community by the Occupational Health and Safety Team.

3. General Safety Instructions

UCP's general safety Instructions are:

IGS0 - Safety and Emergency at UCP Porto

IGS1 – First aid assistance / Medical Emergency

IGS2 – Fire

IGS3 - Explosion

IGS4 – Gas Leak

IGS5 – Flood

IGS6 – Earthquake

IGS7 – Evacuation



IGSO - Safety and Emergency at UCP Porto

The Porto campus of the Portuguese Catholic University has an internal security structure to deal with any emergency situations (first aid, fire, earthquake, evacuation, etc.).

Information on emergency deputies and teams is shared in posters in some parts of the campus, including laboratories.

In any emergency situation, if you don't have contact details for the emergency teams closest to your location, you should contact the security on premises.



IN ANY EMERGENCY SITUATION CALL

937 196 201 or 800 100 115

936 196 200 (Biotechnology Building)

SOS contacts can be found in various places on campus, such as classrooms, next to laboratory telephones, emergency telephones in some corridors and on fire reels.

We advise you to record the SOS contacts in your personal diary or mobile phone so that you can contact them more quickly in the event of an emergency. For your safety, we recommend that you pay attention to:

- Know the location of emergency exits and meeting points.*
- Know the location and operation of fire extinguishers.*
- Know the location of the first aid boxes.*

IGS1 - *First aid assistance / Medical Emergency*

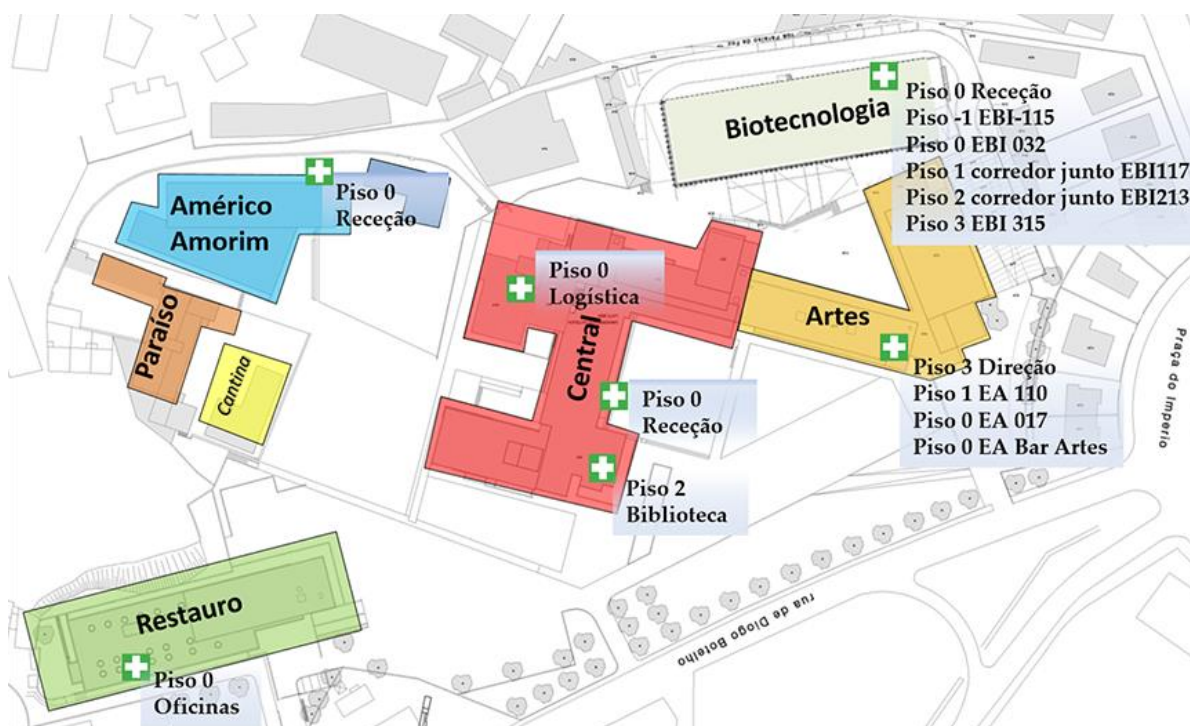
1. In the event of a serious personal accident, indisposition or sudden illness, immediately contact the nearest first aider or emergency numbers to activate the rescue procedure.



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2. In the event of a minor personal accident (e.g. a small cut or burn), use the first aid boxes on campus.

Location of First Aid Boxes:



3. Incidents should be reported to sst@porto.ucp.pt.



IGS2 - Fire

1. *If you smell something burning or any other sign that makes you suspect there is a fire, but there is no smoke or visible flames, call the emergency numbers.*



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2. *If you detect a fire outbreak and are trained in the use of fire extinguishers, without taking any risks, try to extinguish the fire.*
3. *When fighting a fire in a laboratory with Bunsen burners switched on, the general gas supply to the laboratory must be cut off immediately.*
4. *If you are unable to extinguish the fire, leave the premises, close the doors and windows and call the emergency numbers immediately.*
5. *If you discover a large fire, you should press the nearest alarm button or call the emergency numbers.*
6. *If you find yourself in a situation where a lot of smoke has accumulated, you should leave the area, ducking as you walk to avoid breathing in the smoke.*
7. *If you become trapped in a smoky room, stay close to the ground, where the air is more breathable. If possible, open a window.*
8. *If you touch a door and it is hot, do not open it. You should look for another exit.*
9. *If your clothes are on fire, don't run. Stop, get down on the floor and roll over.*
10. *Never use lifts - use the stairs.*
11. *Go to the nearest meeting point.*

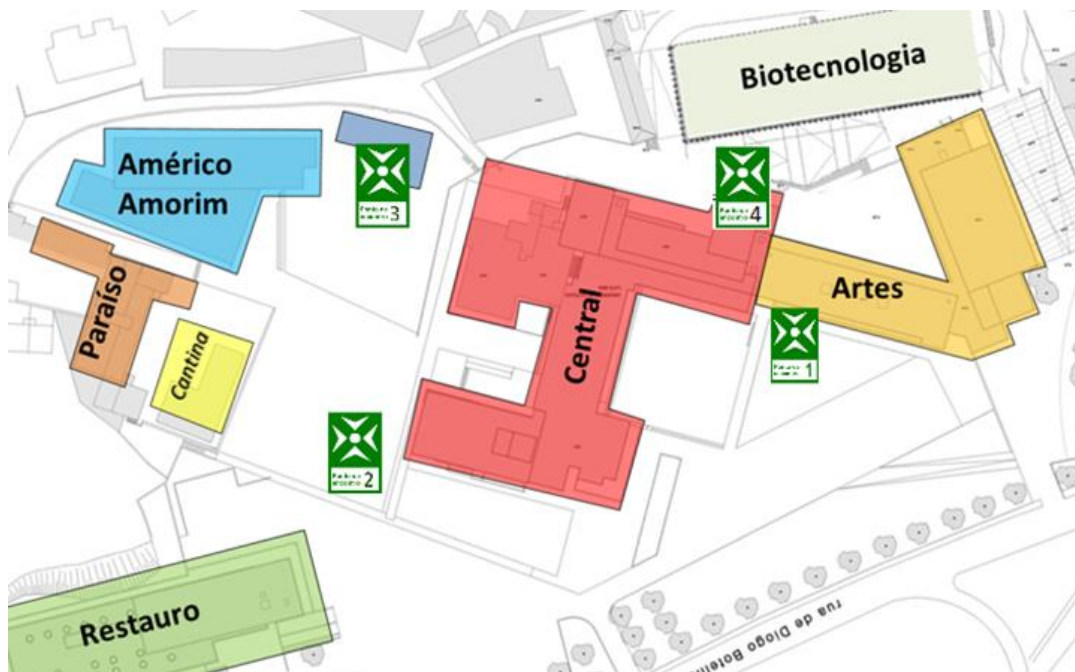


General Safety Instructions

Operational Procedure nº34 – vs02

24th april 2025

Meeting Point Map



Use of fire extinguishers

1		<i>Carry the extinguisher upright, holding by the handle (bottom handle)</i>
2		<i>Remove the seal and safety pin</i>
3		<i>Press the lever</i>
4		<i>Approach the fire progressively and cautiously</i>
5		<i>Direct the jet towards the flames: ABC powder - in a low position, direct the jet towards the base of the flames, making a zig zag movement CO2 - direct the jet from top to bottom in a circular motion (smothering)</i>
6		<i>Slowly sweep the entire surface of the fire.</i>
7		<i>If the fuel is liquid, avoid applying too much pressure to the surface, preventing the affected area from widening.</i>
8		<i>Stop after ensuring that the fire will not reignite</i>

Use of fire blankets

Blankets are used in small fires, to cover the burning clothing of people, equipment and burning liquids. Commonly used in catering establishments and laboratories.

Follow the steps:

1. Shut off the gas or electricity;
2. Remove the blanket from the box, pulling on the handles;
3. Unfold the blanket;
4. Protect your face and hands;
5. Cover the flames with the blanket until they are completely extinguished.



IGS3 - Explosion

1. *Remain calm. Call the emergency numbers.*



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2. *If an explosion occurs, try to get out, without running, on the opposite side to where the noise came from. Other explosions may occur at short notice. Do not turn round. Do not use lifts.*
3. *If you are close to the source of an explosion, try to protect yourself by crouching down with your head between your arms and, if possible, taking cover behind a solid structure.*
4. *After the explosion, wait a few seconds as materials may be thrown or structures may collapse.*



IGS4 - Gas Leak

Gas leaks can result from anomalies in the distribution network or equipment, bad practice on the part of the user when using equipment, acting in a fire-fighting situation without cutting off the gas supply, etc.

If a gas leak is detected (laboratories and workshops), you must:

- 1. Cut off the gas supply;*
- 2. Call the emergency numbers;*



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- 3. Extinguish any flames;*
- 4. Do not carry out any operation involving electrical energy (do not switch on/off light switches or equipment);*
- 5. If there are people affected by the gas, move them to a well-ventilated area and contact the security guard;*
- 6. Evacuate the site if necessary;*
- 7. Ventilate the area.*



IGS5 - Flood

- 1. Try to shut off the water.*
- 2. Drain the water, building barriers if necessary to direct the water to the nearest floor drain or outside.*
- 3. Call the emergency numbers.*



IGS6 - Earthquake

1. *Take cover under tables, interior doors, corners of the room or support beams.*
2. *Keep away from windows, lamps, furniture or other heavy objects.*
3. *Do not use lifts.*
4. *Leave only after the earthquake is over and never run for the exit.*



IGS7 - Evacuation

The evacuation procedure is signalled by the sounding of the fire alarm or is given verbally by an evacuation coordinator.

The evacuation of students, when they are in the classroom, auditorium or laboratory, is coordinated by the teacher who is teaching the class.

- 1. All students should remain calm and leave their materials on the table (they can take their laptops and/or backpacks/wallets with them).*
- 2. The teacher appoints one of the students as the leader of the queue. This student is in charge of opening the door when indicated by the teacher and leading the group along the evacuation route to the nearest Meeting Point.*



Meeting Point Map



3. *The leader of the queue and all the students should:*

- *Go out in single file, at a fast pace, but without running, without shouting, keeping close to the wall, on the right-hand side of the corridor and always waiting for the colleague coming behind.*
- *Go down the stairs keeping close to the wall (if there are stairs).*
- *Follow the instructions of the evacuation coordinators.*
- *Do not stop at exit doors, leave them clear.*
- *Never turn back.*
- *If there is smoke, you should walk on your hands and knees, as the smoke-free air is close to the floor.*

4. *The teacher is the last to leave the room, and:*

- *Ensures that no one is left in the room.*
- *Closes the doors and windows (but does not lock!).*
- *Is the last person in the queue and ensures that no-one is left behind.*
- *Helps students in difficulty.*
- *Prevents students from turning back.*

5. *Meeting at the Meeting Point:*

- *Students should go to the nearest meeting point. Consult the map.*

6. *The return to normality is decided exclusively by the Safety Officer, who will inform you by the appropriate means.*

If you are alone, check that you can leave the place where you are without danger. Go to the nearest meeting point.