



LABORATÓRIO NACIONAL DE ENGENHARIA CIVIL

Information for visitors



Information and guidance for visitors

Welcome to the National Laboratory for Civil Engineering (LNEC). This page provides information and advice for visitors to ensure everyone is aware of and complies with the laboratory policy in respect of Security, First Aid, and Safeguarding requirements. The note also provides information for visitors with a disability.

The National Laboratory for Civil Engineering (LNEC) is a public research institute, dedicated to science and technology, which carries out its activity in multiple fields of Civil Engineering and related fields.

Site information

LNEC site speed limit is 30km. There are blind corners and concealed turnings so please reduce your speed and be vigilant. Vehicles must be parked in designated areas only.



Pedestrians and vehicles share the roadways so caution should be taken at all times.

LNEC working hours are normally between 08.00am and 07.30pm Monday to Friday.

Visitors must obey the whiteboard signage displayed on laboratory doors.

All visitors need to register at LNEC reception. You will be provided with a visitor pass, that must be visible at all times. Visitors must sign out again when leaving the premises and return the badges. Please note items of personal possession must not be left unattended.

At LNEC premises visitors may only use camera or video equipment with the express permission of their hosts.



General safety instructions

emergencies **3202**

Please dial **3202** (from any internal phone) for help in any emergency. This number is operational 24 hours a day. You should be prepared to give any relevant details such as:

- The nature of the emergency;
- your location;
- your name and the telephone number you are using.



Fire

In case of fire please stay calm and follow the instructions below:

- Sound the alarm – press the nearest fire alarm button or notify the Security Staff at the Reception Desk, in the Arantes e Oliveira building, by dialling **3202** (from any internal phone) or **218 443 202**;
- Evacuate the area;
- Attack the fire with an extinguisher, if should you be able to do so quickly and without any risk for your personal safety;
- Do not use water to extinguish fire in electrical equipment;
- When failing to extinguish the fire, leave the site, and close all doors and windows behind;
- Use the back of your hand to feel the heat on doors – do not attempt to open them if they are too hot (this may be the only obstacle between you and the fire); look for another exit;
- Stay close to the floor, where there is less smoke and more oxygen;
- Do not use lifts – use the stairways;
- If you are on fire, do not run: stop where you are, drop to the floor and roll your body to smother fire;
- Report to the assembly point.

Earthquake



During shaking:

- Do not panic, stay calm;
- Take shelter beside desks, tables or doorways or kneel on the floor on the corner of the room; be attentive to the possible fall of objects; take shelter away from windows and window panes;
- Do not turn on any electrical appliances.

After shaking:

- Protect your face and head before proceeding to a safe area;
- Check for any injured victims and try to aid them; if the victims are seriously injured do not remove them from the site unless they are in danger – please dial **112**;
- In case of fire follow the appropriate safety instructions.

Hazardous conditions



In case of any anomalous and potential hazardous situations (gas leak, flood, others), whether for people, equipment and/or the environment, please report immediately to the person in charge of security at the Reception Desk, at the Arantes e Oliveira building.

This can be done either personally or by dialling **3202** (from an internal extension) or **218 443 202**.

Emergency

The general emergency alarm for building evacuation consists of a sound alarm with a continuous tone accompanied by voice communication or voice communication only.

On hearing the alarm, report to the meeting point indicated in the emergency plan of the area where you are:

- Do not run; do not scream; stay calm;
- Keep together with the person you came to visit;
- Use stairways; do not use lifts;
- In the stairways, alternately give way to others entering the stairways at the floors below;
- Follow the instructions of LNEC personnel in charge of Security;
- Instruct visitors, and provide aid to people with disabilities or in difficulty;
- Do not stop at the exit of the building; proceed to the meeting point; do not leave the meeting point or return to the building until authorized to do so.





First aid

Accident or sudden illness

In the presence of a victim of sudden illness or accident, first please dial **112** (National Emergency Number).

After doing so, notify the person in charge of security at the Reception Desk, at the Arantes e Oliveira building, by dialling **3202** (from any internal phone) or **218 443 202**.



Smoking

It is not allowed to smoke indoors.



Disability access

Some parking areas are available on site for disabled people and all efforts are being made to provide assistance for the disabled visitor.

The Library room is accessed by lift and the bookshop has a direct street access.

Wireless network



Access is available at Manuel Rocha Building (Congress Centre and Cafeteria area) and in some other meeting rooms. The network is called GUEST. Please note that a password may be required.

In case of problems, please report to the IT helpdesk (tel. +351 218 443 112; e-mail: 3112@lnec.pt). From an internal extension, you may dial 3112.

Please note that the Congress Centre area is covered by CCTV cameras.



Location

address: Av do Brasil 101 • 1700-066 LISBON • PORTUGAL
N - 38.758106° - 38° 45' 29" • W - 9.142386° - 9° 8' 33"

tel.: +351 218 443 000 • fax: +351 218 443 011

e-mail: lnec@lnec.pt

site: www.lnec.pt

Transportation

Carris (www.carris.pt) bus 717, 731, 750, 783

Metro Lisboa (www.metrolisboa.pt) Alvalade station

Aeroporto Lisboa (www.ana.pt)