

OUTSIDE MEETING POINTS

MAIN CAMPUS
ALBERTO AGUILERA, 23

| ASSOCIATED EXITS FROM BUILDING | OUTSIDE MEETING AREA |
|---|---|
| <ul style="list-style-type: none"> • Main access to Building. • Emergency exit beside northeast tower. • Emergency exit from cafeteria. • Emergency exits from the Main Hall. | Calle Alberto Aguilera beyond calle Baltasar Gracián. |
| <ul style="list-style-type: none"> • Emergency exit beside southeast tower. • Access to Church. | Pavement of calle Santa Cruz de Marcenado, beyond calle Baltasar Gracián. |
| <ul style="list-style-type: none"> • Emergency exit beside southwest tower. | Pavement of calle Mártires de Alcalá, beyond calle Santa Cruz de Marcenado. |
| <ul style="list-style-type: none"> • Emergency exit beside northwest tower | Pavement of calle Alberto Aguilera, beyond calle Mártires de Alcalá. |

ALBERTO AGUILERA, 21 CAMPUS

- ▶ SAME PAVEMENT AS THE FAÇADE, AT A DISTANCE OF NO LESS THAN 15 METRES

ALBERTO AGUILERA, 25 CAMPUS

- ▶ PAVEMENT AT THE JUNCTION OF CALLE SANTA CRUZ DE MARCENADO WITH CALLE SERRANO JOVER

SANTA CRUZ DE MARCENADO CAMPUS

- ▶ SAME PAVEMENT AS THE FAÇADE, AT A DISTANCE OF NO LESS THAN 15 METRES

FRANCISCO DE RICCI CAMPUS

- ▶ SAME PAVEMENT AS THE FAÇADE, AT A DISTANCE OF NO LESS THAN 15 METRES

REY FRANCISCO CAMPUS

- ▶ CALLE PRINCESA, CORNER WITH CALLE REY FRANCISCO

CANTOBLANCO CAMPUS

- ▶ CAR PARK LOCATED IN CALLE UNIVERSIDAD DE COMILLAS

I NSTRUCTIONS
for
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in
E MERGENCY
situations

OFFICE FOR THE PREVENTION
OF OCCUPATIONAL RISKS

PREVENTION OF OCCUPATIONAL RISKS

HOW TO AVOID FIRES

- Do not place intense heat sources close to combustible materials.
- Do not use naked flames or sparks without special authorisation.
- Do not overload electricity sockets.
- Handle chemical products with care, especially those with hazardous characteristics.
- Inspect your workstation at the end of the day

IF YOU DISCOVER A FIRE OR THE ALARM RINGS

- Keep calm, do not shout (an entire Emergency Organisation will assist you).
- Notify Information by activating the closest alarm button and/or notify Security personnel.
- If you have a visitor, reassure them and tell them to keep close to you until normality has been restored.
- Wait for instructions. There is an alarm and evacuation team in your area with adequate instructions and training

IN THE CASE OF EVACUATION

- Do not use the lifts.
- Disconnect electrical equipment whenever possible.
- The emergency signposting will remind you where to go.
- Follow the instructions of the personnel responsible for evacuation and go to the outside meeting point.
- Do not turn back to collect personal objects or to look for other people.
- If you are trapped by smoke bend down and crawl. Whenever you can, place a damp handkerchief over your nose and mouth. Try to find a window from which you can signal your position.
- If possible, close doors and windows behind you and place a damp garment in the opening of the door.
- If teaching a class, the lecturer will ensure that the lecture room is completely evacuated.

IF YOU DETECT AN ACCIDENT OR ILLNESS

- Reassure the injured person. If it is a mild case contact Information so that the injured person can be taken to the Company or Mutual Society Doctor.
- If you suspect serious injury do not move the injured person. Communicate the incident urgently to Information in order to request outside help (112) and ensure that they are taken to Hospital.

INSTRUCTIONS FOR ACTION IN EMERGENCY SITUATIONS