



CARDIAC-PROTECTED AREA

AED ON THE FLOOR 0
OPPOSITE THE MODULE F
ELEVATORS.

GUIDELINES OF ACTION FOREHEAD TO EMERGENCIES

SECURITY CONTROL



674 92 12 61

EMERGENCY / FIRE

WARN

- In case of an emergency, call the SECURITY CONTROL at **674 921261** or 91 602 28 13 (security gatehouse). Provide your location, a description of the situation and indicate whether anyone has been injured.

If you discover a FIRE, activate the nearest alarm button and quickly report it to the SECURITY CONTROL at **674 921261**.



- Warn personnel in nearby offices to move away from the affected area.
- Wait in a safe location for the arrival of the Incident Commander and the Emergency response team (orange vests) and brief them on what happened.

EVACUATION

When you hear a continuous siren, it means that a general evacuation of the building has been ordered.

- Remain calm. Evacuation wardens are assigned to all areas. Follow their instructions.
- Evacuate the building promptly, but do not run. Follow the emergency exit signs.
- DO NOT USE THE ELEVATORS.



TAKE REFUGE

- Only if you are unable to evacuate, take refuge.
- Close the door and seal any gaps with wet cloths.
- Call the emergency number 112 to report your location and situation. Open the window, if it is safe to do so, and make yourself visible.

STANDARDS FOR EVACUATION

- Stop work and ensure that any visitors under your responsibility evacuate with you.
- Leave the building through the nearest emergency exit. Follow the instructions of the Emergency response team (orange and yellow vests).

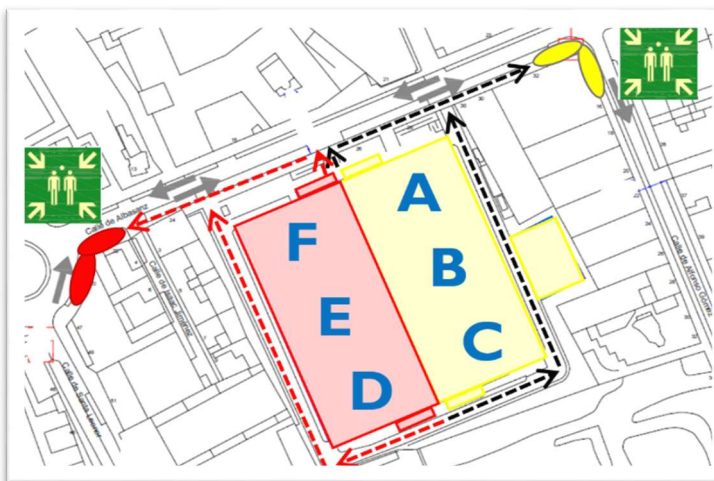
Do not go to the car park to retrieve your vehicle.

Do not stop or return to the building.

If there is heavy smoke, stay low, crawl on your hands and knees, and breathe through a damp cloth if possible.



- Proceed to the designated **Outside Assembly Point** according to the building module you are in:
 - A, B, C, cafeteria: Albasanz St.- Alfonso Gómez St.
 - D, E and F: Albasanz St. - Santa Leonor St.



- Remain at the Assembly Point until you are instructed to return to the building. Stay together with colleagues from your work area, grouped by building module and floor. Remain on the sidewalk to avoid traffic.
- Return to the building in an orderly manner, using the sidewalk, only when instructed to do so.

LOCKDOWN ORDER

COMMUNICATED VERBALLY by your area's Alarm and Evacuation Team (yellow vest).

- Remain calm and follow instructions on where to shelter, how to do so, etc.

IN CASE OF ACCIDENT → 3 STEPS

- CHECK.** Assess the scene for safety and check the person's level of consciousness, breathing, and any life-threatening injuries.
- CALL.** Call **112** emergency services and retrieve the AED (Automated External Defibrillator). Call **674 921261** to alert the CCHS First Aid Team. State the exact location, the type of accident, and the number of injured people. Identify yourself and always hang up last.
- CARE.** Administer first aid or perform CPR according to your training, while waiting for emergency services to arrive.
 - Do not give anything to drink, even if conscious.
 - Reassure the injured person and keep them warm.



GUIDELINES OF ACTION FOREHEAD TO EMERGENCIES

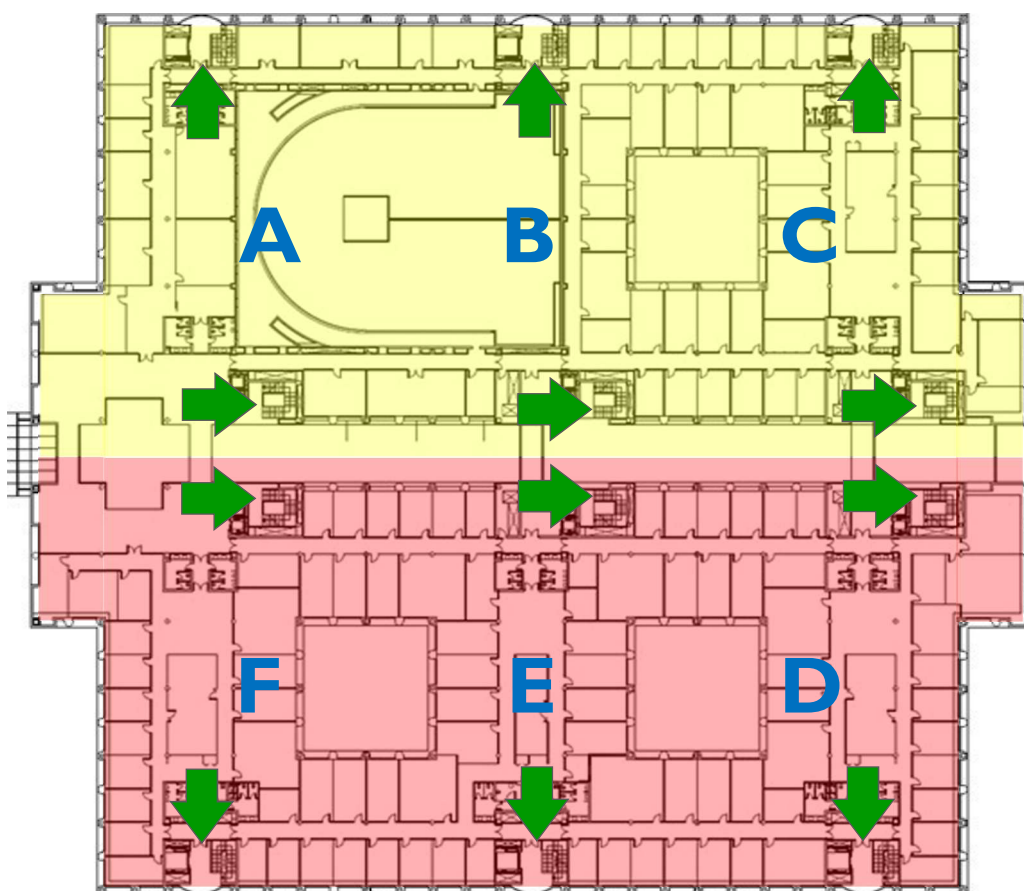
SECURITY CONTROL



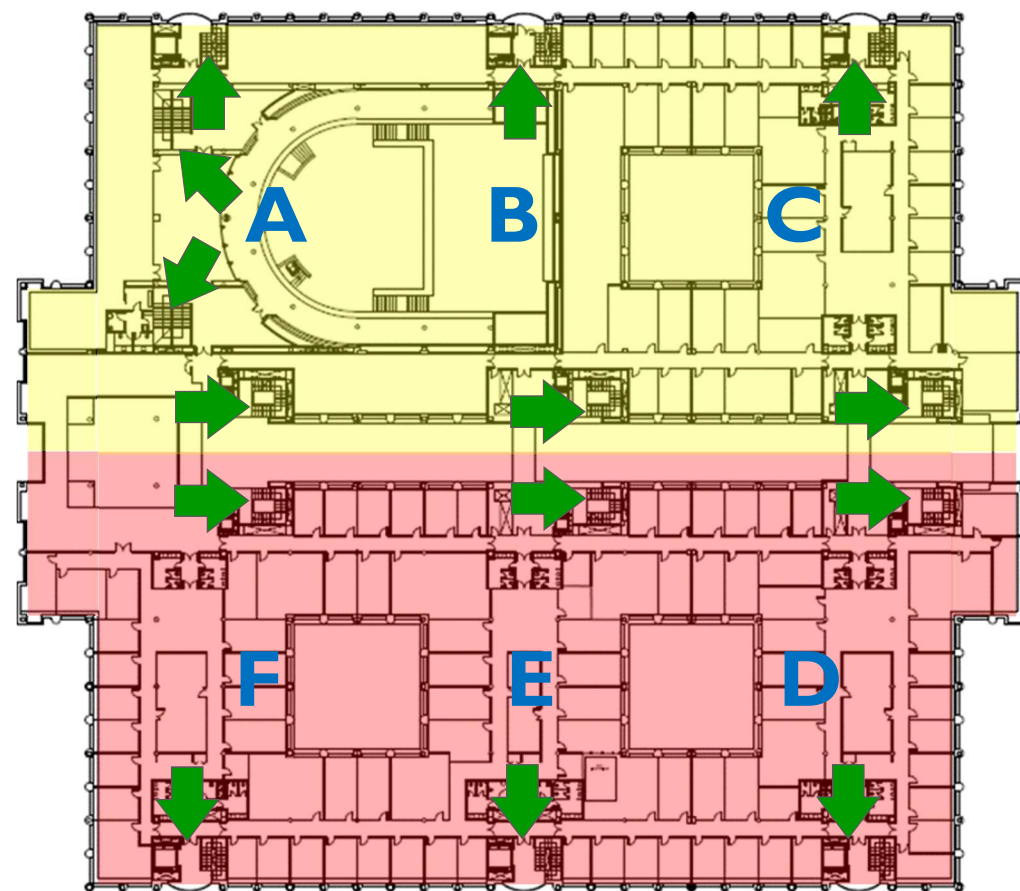
674 92 12 61

CCHS BUILDING EVACUATION ROUTES

FLOORS 2 AND 3



FLOOR I



When going down the stairs, keep close to the wall, walk in single file, and do not run.



GUIDELINES OF ACTION FOREHEAD TO EMERGENCIES

SECURITY CONTROL

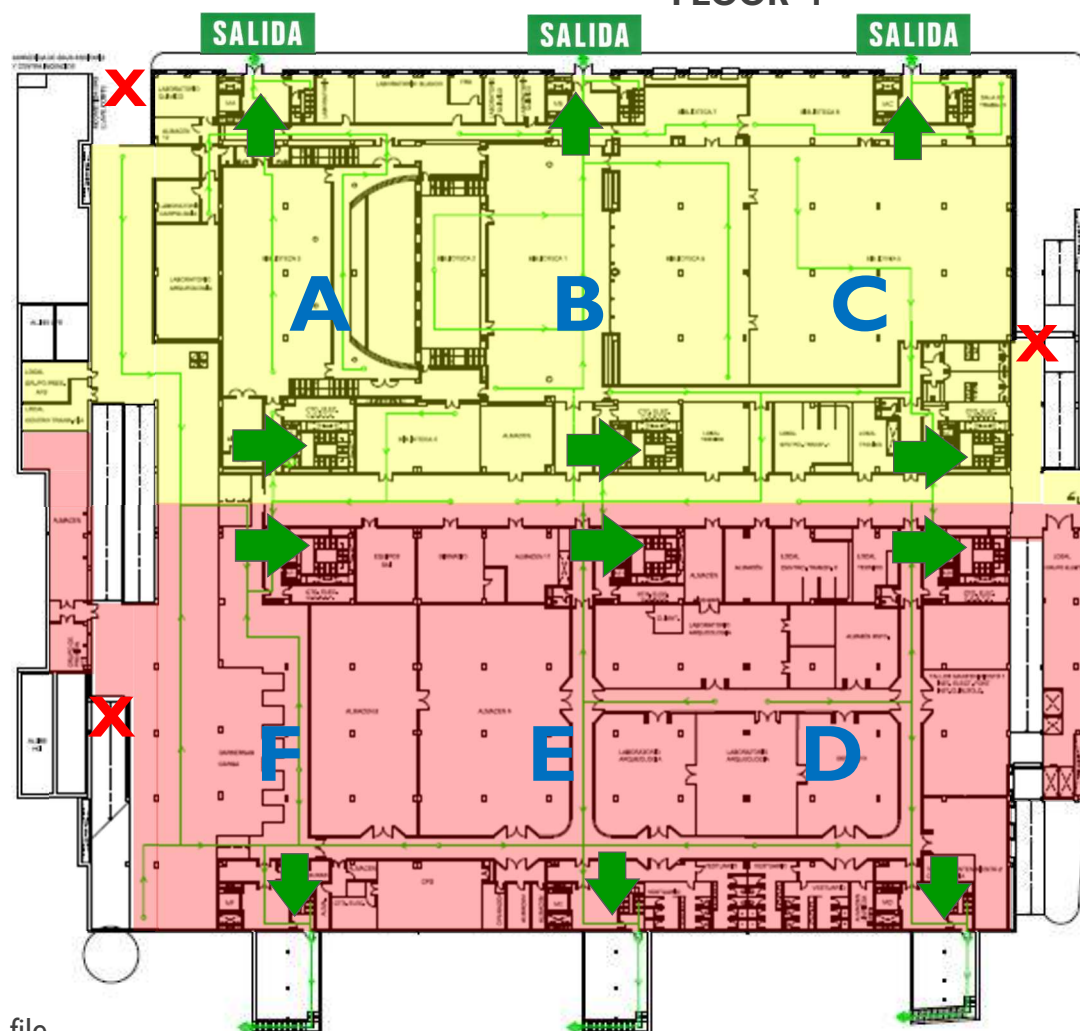
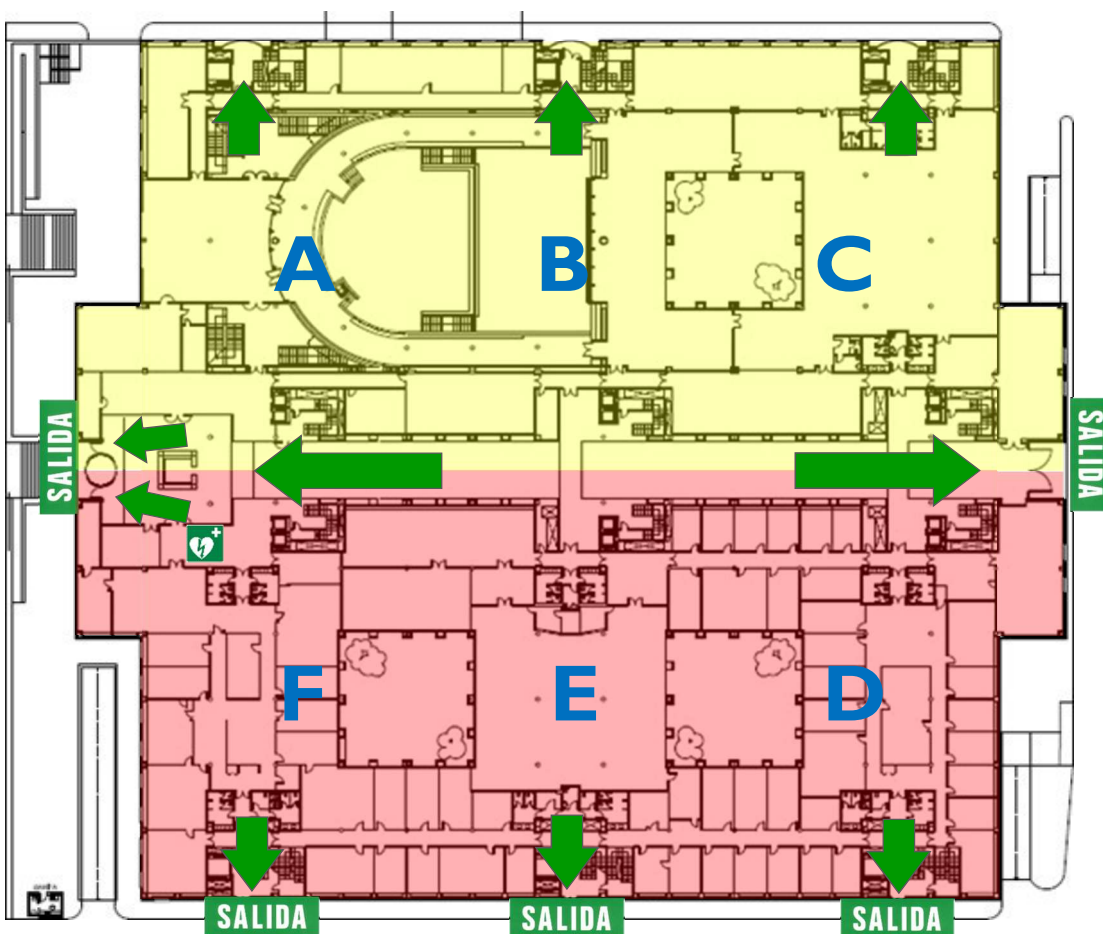


674 92 12 61

CCHS BUILDING EVACUATION ROUTES

FLOOR 0

FLOOR - I



When going down the stairs (modules A, B, C), keep close to the wall, walk in single file.
Do NOT stop at the exits (SALIDA); proceed to the Outside Assembly Point.

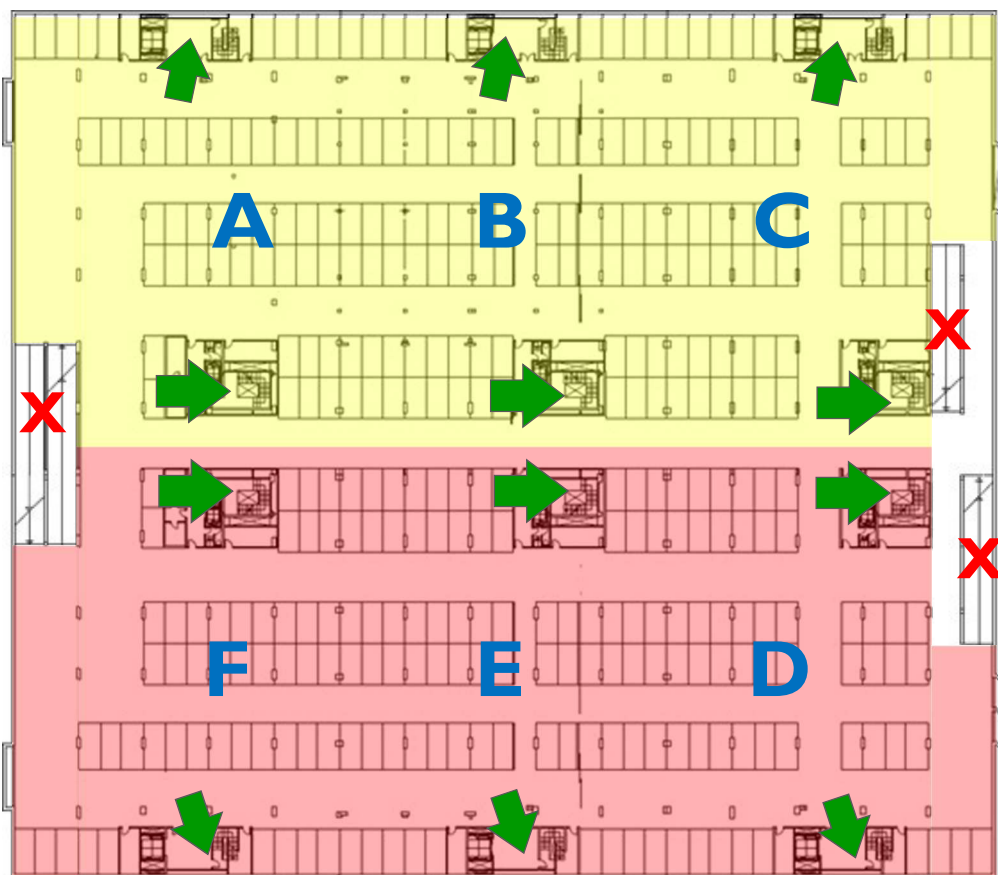
X Do NOT use the parking ramps, you could get run over.

GUIDELINES OF ACTION FOREHEAD TO EMERGENCIES



CCHS BUILDING EVACUATION ROUTES

FLOORS -2 AND -3



X Do NOT use the parking ramps, you could get run over.

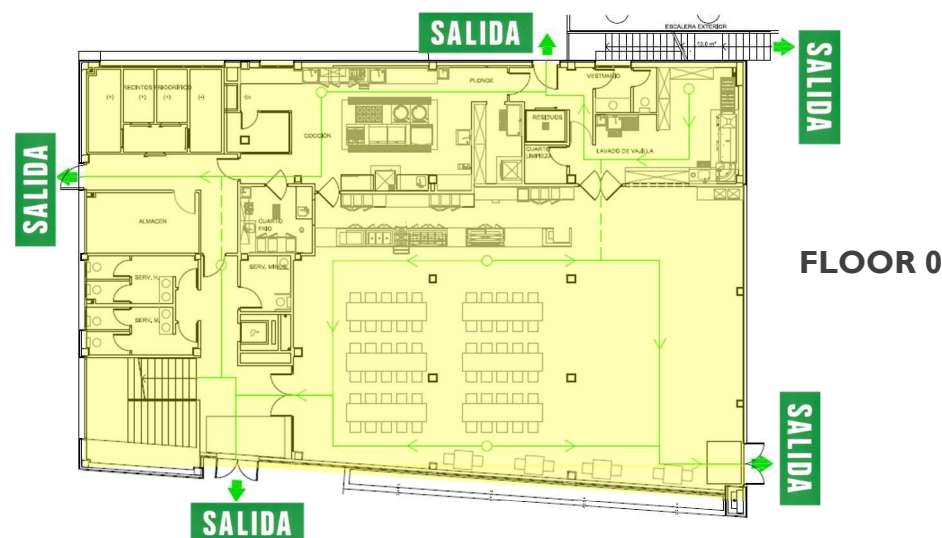
When going up the stairs, keep close to the wall, walk in single file.

CAFETERIA BUILDING EVACUATION ROUTES

FLOOR I



When going down the stairs, keep close to the wall, walk in single file.



FLOOR 0