



IN CASE OF EMERGENCY, REMAIN CALM AND FOLLOW THE PAS PROCEDURE

PROTECT

- Protect yourself and any people or property exposed to risk.
- If possible, eliminate as soon as possible the cause that could lead to an emergency situation.
- In the event of a fire, prevent it from spreading by moving combustible material away from the fire and closing the door of the room where it has occurred.

ALERT

- Alert the people around you, so that they are aware of the situation and can help resolve it.
- Alert the centre's concierge/reception desk and request assistance from the emergency personnel.
- This warning may be given in person, by telephone, or by using the nearest alarm push button.
- State the type of emergency and its location.

SUPPORT

- Help resolve the emergency according to your duties.
- Until the intervention team arrives, and only if you are trained to do so, try to extinguish the fire using the appropriate extinguisher, but never do so alone.
- In the event of a medical emergency, carry out the appropriate First Aid actions.



IN CASE OF FIRE

- Remain calm: follow the PAS procedure.
- The intervention personnel will take command of the situation; offer your cooperation as far as you are able.
- If they are unable to control it, they will close the room where the fire has occurred and identify the danger by placing an extinguisher in front of its door.
- In that case, the situation will be considered a General Emergency; the Emergency Management Team will immediately:
 - Issue the Evacuation Order.
 - Notify External Assistance: emergency number **112**.

- It is very important to follow these rules:
 - Follow the instructions given by the emergency teams.
 - Go to the assembly point using the evacuation route closest to where you are.
 - Never enter an unfamiliar area to fight a fire.
 - Never use the lift.
 - If there is heavy smoke, walk crouched down and cover your nose and mouth with a damp cloth.
 - If your clothes catch fire, drop to the floor and roll; do not run, as this would make the fire burn more intensely.



IN CASE OF AN EARTHQUAKE

- During the earthquake
 - Stay away from windows and other areas that could break and fall on you.
 - Protect your head.
 - Do not rush towards the exits.
 - Wait for the evacuation order.
- After the earthquake
 - Obey the emergency personnel.
 - Follow the instructions given in the event of evacuation.
 - Never use the lift.
 - Do not light lighters or matches.
 - Remain at the assembly point until further notice.



IN CASE OF EVACUATION

- If the alarm siren is activated, remain alert and prepare in case you have to leave the place where you are:
 - If the signal is short, it is probably a false alarm: remain alert.
 - If the signal continues over time, ask the emergency personnel whether an Evacuation Order has been issued.
- Identify the evacuation routes closest to you.
- The centre's emergency personnel will confirm in person at the concierge/reception desk whether there is an Evacuation Order.
- If so, they will immediately communicate it and identify each evacuated area by placing an object in front of its door, such as a chair or wastepaper bin.
- Accompany any visitors to the centre who are with you.



When you receive an Evacuation Order, remain calm:

- Walk quickly, but do not run.
- Help people with reduced mobility.
- If for any reason you are unable to evacuate, you must report this to the concierge/reception desk.
- Do not stop to collect personal belongings or go back.
- Never push on the stairs.
- Never use the lift.
- Once you have left the building, go to the Assembly Point and check whether anyone is missing so that this can be reported to the centre's emergency team.
- Remain there until further notice.



USE OF THE FIRE EXTINGUISHER

General rule: ABC powder extinguisher
Electrical fires: CO₂ extinguisher

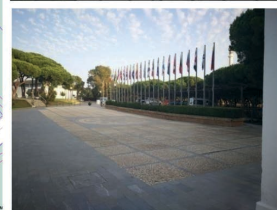
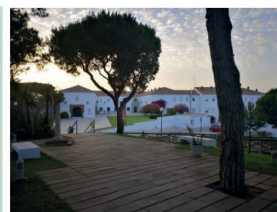
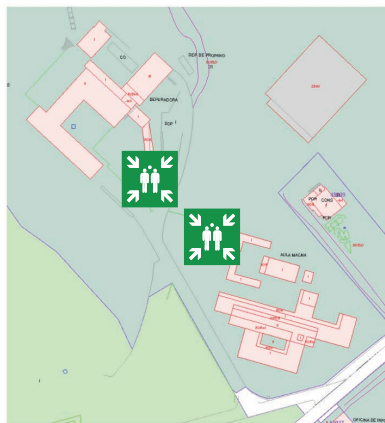
BEFORE APPROACHING THE FIRE

- Choose the appropriate extinguisher.
- Remove the safety pin.
- Carry out a test discharge.
- Make sure you have an escape route.
- Hold the extinguisher by the valve with your weaker hand and control the nozzle with the other hand.
- Open the door of the room where the fire has occurred very carefully.

DURING THE INTERVENTION

- Press the valve and direct the extinguishing agent at the base of the flames.
- Sweep the extinguishing agent from side to side in a zigzag motion.
- Move forward as the flames go out.
- Make sure the fire is extinguished and remain there on standby.
- If you are unable to control it, close the room where the fire has occurred and identify the danger by placing the extinguisher in front of its door.

ASSEMBLY POINT



**In case of
emergency, call:**
959 35 04 52
Residence: Ext. 9183
Library: Ext. 9177

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Emergencias
Andalucía

**Medical
Emergencies**
061

More information

