

# Instructions for action in case of emergency. Palacio Municipal at IFEMA MADRID

## Coordination of business activities.

### Prevention of occupational risks.

The Palacio Municipal at IFEMA MADRID building has a self-protection plan that allows it to respond in a timely and appropriate manner to any threat that puts people and property in the building at risk.

The self-protection plan is the document that establishes the organic and functional framework available in the Palacio Municipal at IFEMA MADRID building, with the purpose of preventing and controlling risks to people, property and activity, as well as to provide an appropriate response to emergency situations and ensure integration with the public civil protection system.

The self-protection plan is structured into nine chapters and annexes, in accordance with the Basic Self-Protection Regulation R.D. 393/2007 of 23 March and has been drafted to be compliant with current legislation and regulations.

The need to create a self-protection plan is established in the following regulations:

- Law 17/2015, of 9 July, on Civil Protection.
- Law 31/1995, of 8 November, on Occupational Risk Prevention.
- RD 393/2007, of 23 March, which approves the Basic Self-Protection Regulation.
- RD 314/2006, of 17 March, which approves the Technical Building Code.

### DUTIES OF NON-BUILDING STAFF IF THERE IS A FIRE

- If you detect a fire, notify security guards, call the 24-hour Control Centre, or press an emergency button:
- Keep calm, do not scream.
- Close the door of the establishment with the fire.
- Follow the instructions given by the emergency teams.

### IF YOU IDENTIFY A SUSPICIOUS PACKAGE

- If you identify a suspicious package, DO NOT TOUCH IT OR MOVE IT, tell Security and wait for instructions.
- Keep calm, do not scream.

### EVACUATION MEASURES

- Follow the instructions given by the emergency teams and/or over the public address system.
- Keep calm, do not scream, do not run, and do not stop during the evacuation at the exits.
- In the corridors and on the stairs move quickly, but without running, in single file and stay to the right.
- Do not go back to pick up personal items or to look for other people.
- If there is a lot of smoke, walk crouched down and cover your nose and mouth with a handkerchief or similar.
- If for some reason you cannot reach a safe area, if possible tell your floor's alarm and evacuation team, who will report the situation you are in. If that is not possible, go through the windows.
- Do not use the lifts
- If your clothes catch fire, do not run. Roll on the floor wrapped in blankets or a coat.
- Do the same if this happens to another person
- If there are people with disabilities or mobility problems around you, try to help them
- Leave the building, go to the meeting point (see enclosed floor plan).

**24 hour emergency  
Telephone line:  
(+34) 91 722 58 00**

- Group together with the same people you were with inside the building. Notify the evacuation supervisors if anyone is missing.
- Do not return to the building until the emergency is over and the building management staff have informed you of this.

#### **IN ACCIDENTS IN WHICH INJURIES MAY HAVE BEEN SUSTAINED**

- Protect the victim from any potential risks.
- Immediately notify the security staff or Palacio Municipal staff.

- Help the victim if you believe you have sufficient first aid knowledge to do so until medical help arrives. DO NOT USE MEDICAL TECHNIQUES YOU DO NOT KNOW

#### **OUTDOOR MEETING AREA**

Place where evacuees will gather after an emergency. In addition to congregating the occupants of a building in a safe place, this serves to confirm the presence of all persons evacuated and detect absences. The Head of Emergencies may tell you that you need to go to another location, if necessary.

#### **MEETING AREAS**





**1.** Junction of Avenida Capital de España and Vía de Dublín.



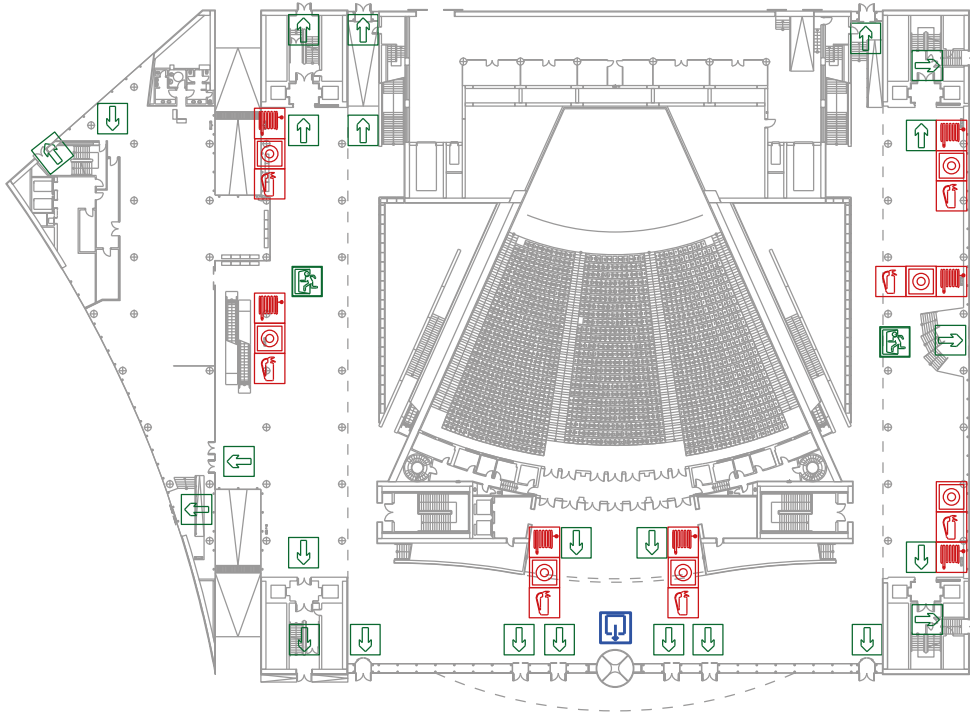
**2.** Junction of Calle Ribera del Sena and Glorieta de S.A.R. Don Juan de Borbón.



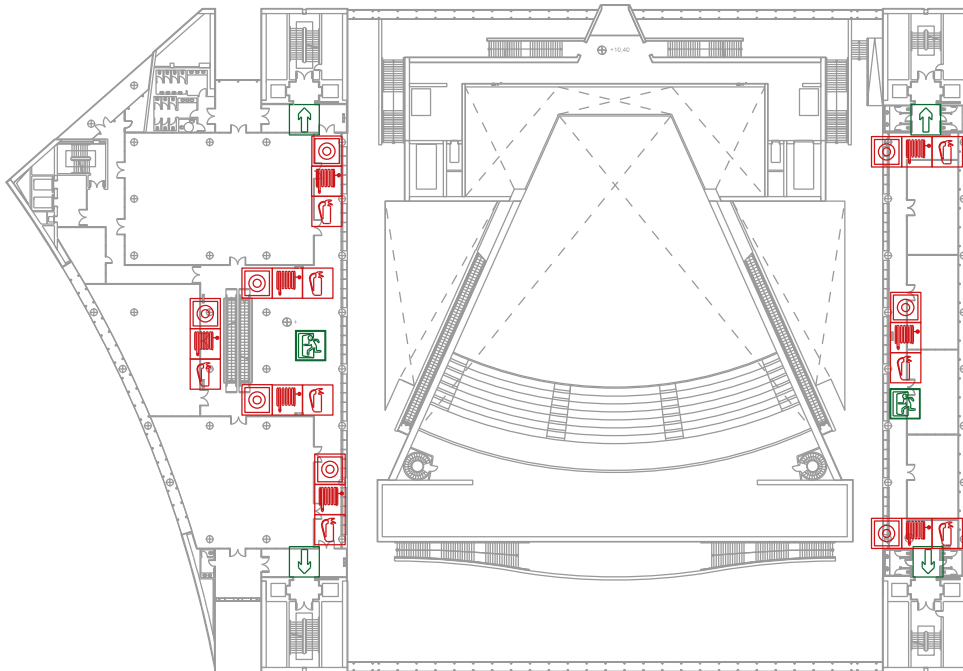
**3.** Junction of Calle Ribera del Sena and Calle Estrasburgo.



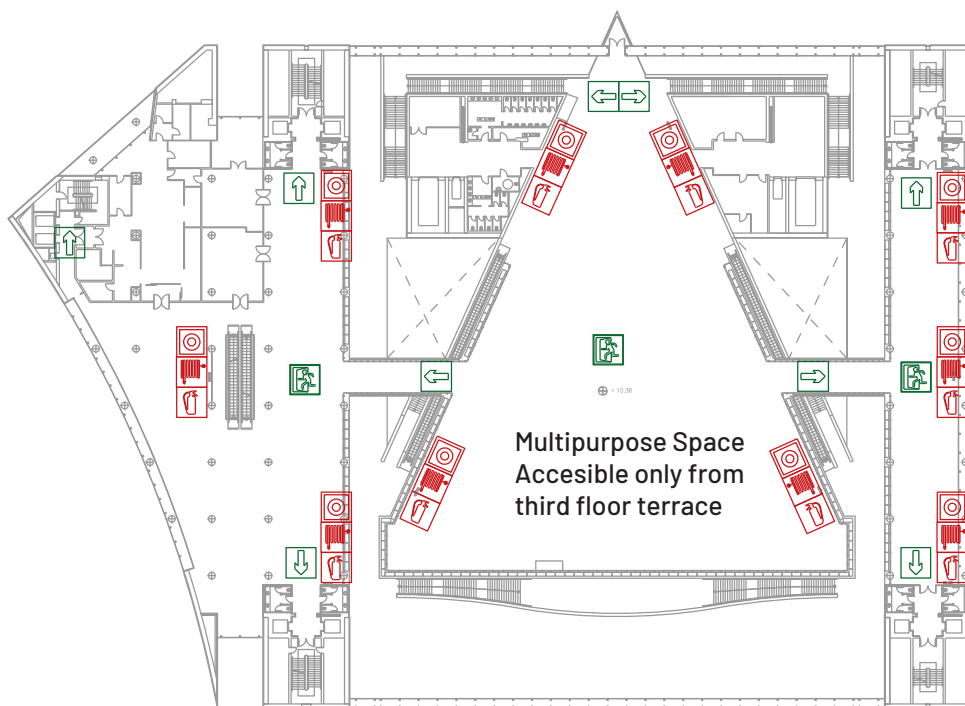
## ANNEX EVACUATION PLANS AND EMERGENCY EXITS



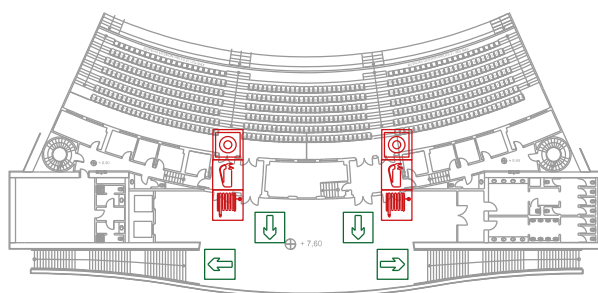
**GROUND FLOOR**



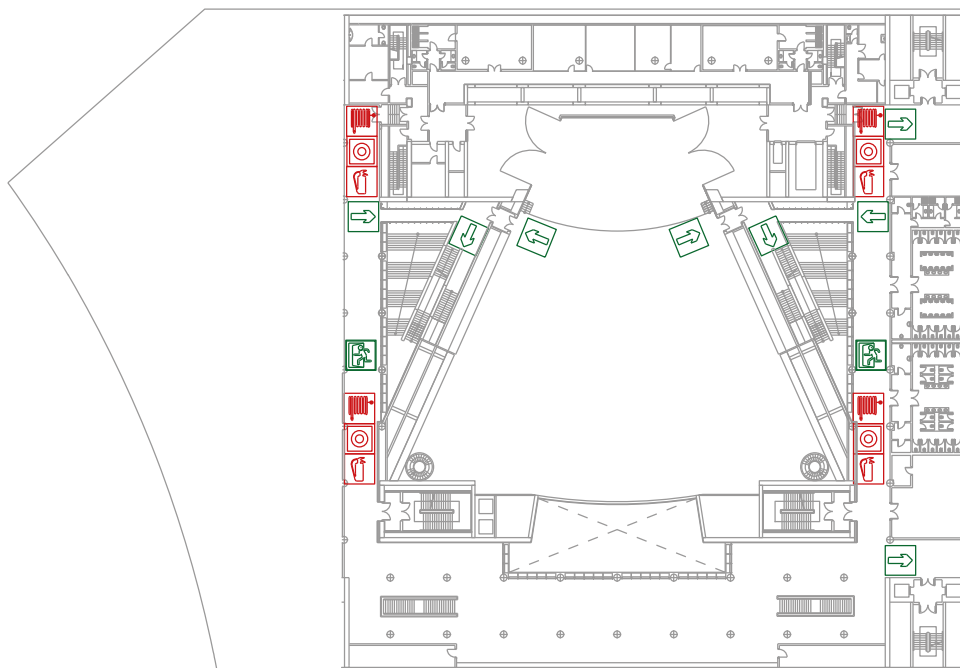
**FIRST, SECOND AND  
THIRD FLOOR**



**THIRD FLOOR**



**FIRST FLOOR  
AMPHITHEATER AUDITORIUM A**



## 2ND BASEMENT

Your own safety and that of all who work on the fair premises depends on you acting appropriately.  
Thank you very much for your collaboration.

**"Help us prevent" I  
FEMA MADRID  
Occupational Health  
and Safety Committee**