

# Basic instructions on emergency and evacuation. Coordination of business activities.

Workplace risk prevention.

**Upon accessing your work area**, identify and show to your staff:

- Evacuation routes.
- Emergency exits.
- Fire extinguishing systems.

Corridors, evacuation routes and emergency exits must be free of obstructions at any times.

**If you notice any sign of fire**, the presence of a package/-container that you suspect might contain explosives, or any anomaly in the protection systems (including fire extinguishers, equipped fire hydrants, blocked emergency exits, defective signposting, etc.), **report it immediately to the safety Control Centre, by calling 91 722 54 00.**

- Speak slowly with a clear voice, and do not hang up until you are certain that the Safety Control Centre Worker has understood you perfectly.
- Identify and report the exact location of the incident.
- Please remain as calm as possible and keep panic from spreading at all costs.
- Your own safety and that of the staff members for whom you are responsible depend upon you acting properly.
- Becoming nervous and panicking are your biggest enemies.

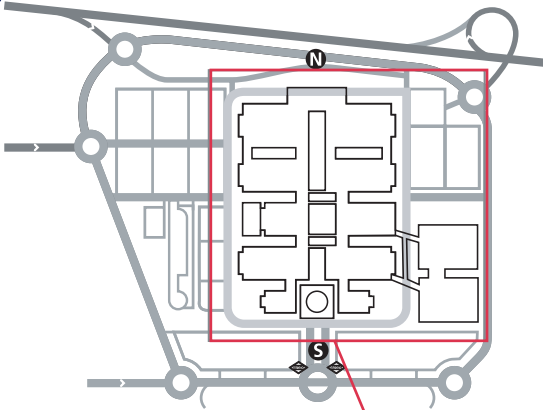
**If you are trapped by fire or smoke**, crouch down or get onto your hands and knees. If possible, put a damp cloth over your nose and mouth. If you have been alone in a room, close all the doors and any openings that smoke could come through. Try to let people know where you are, any way you can.

**When you hear the general evacuation alarm**, get ready to leave the building when the emergency teams tell you:

- Evacuate quickly, but do not run.
- Do not take bulky objects with you.
- During evacuation, do not go back to get belongings or look for other people.
- Before opening a door, touch it. If it is hot, do not open it.
- Tell the emergency team about it.
- Do not use the lifts or service lifts.
- After the evacuation, go to the Outside Meeting Point.
- If you have a disability, tell the emergency personnel so that they can give you any help you need.
- If you have any visitors with you, take responsibility for them during evacuation.

**Our emergency  
Telephone line:  
(+34) 91 722 54 00**

**General Site Plan**



**NOMENCLATURE**



Medical Services



Evacuation Route

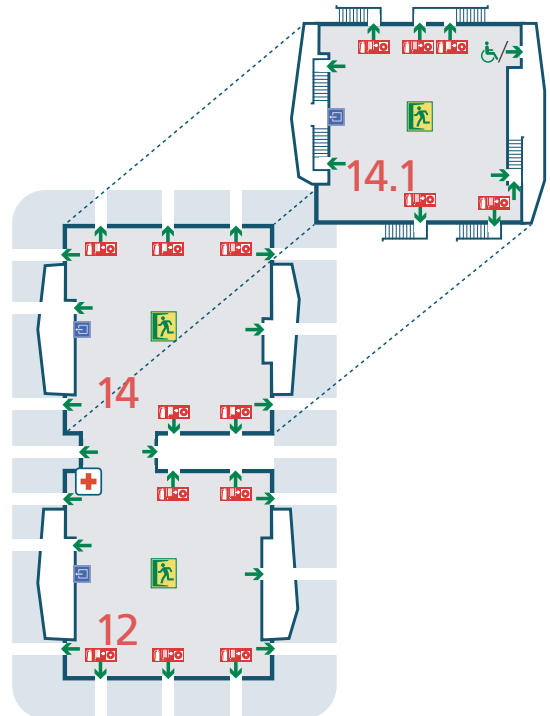
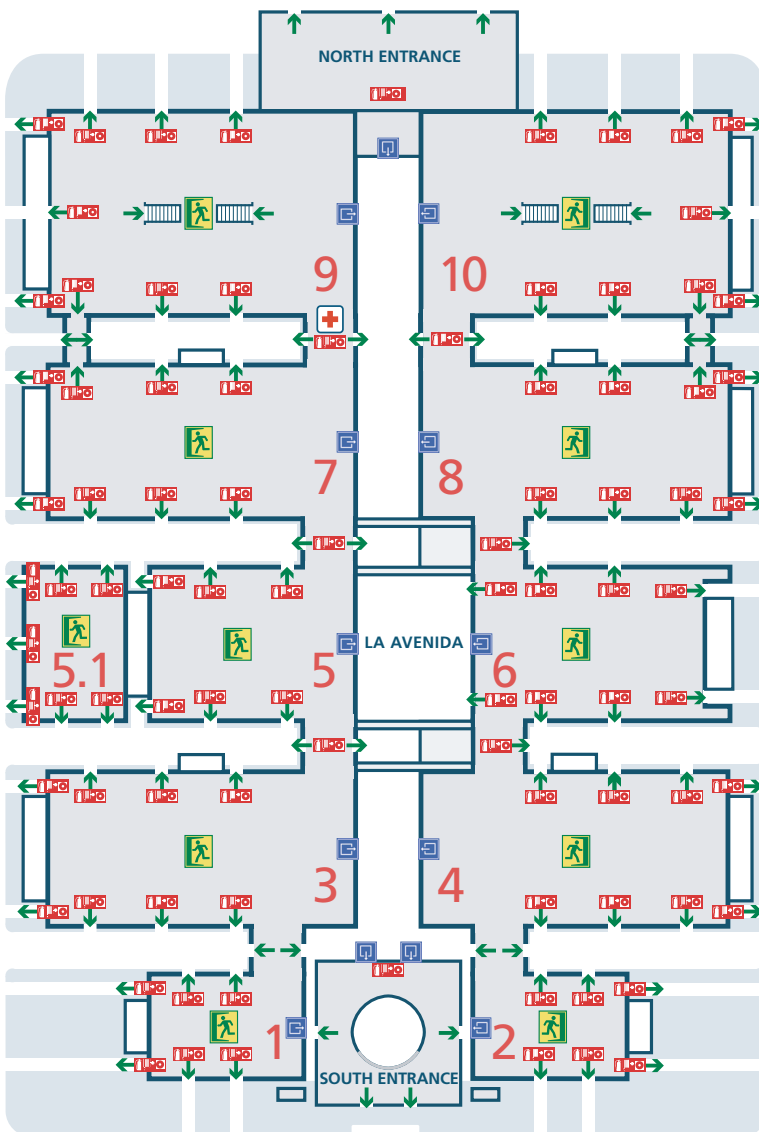


Emergency Exits



Firefighting Equipment

**Enlarged plan of the exhibition areas**



Your own safety and that of all of us who work in the Fairground premises depends on you acting properly. Thank you very much for your cooperation

**"Help Us in Prevention"**  
**Workplace Health and Safety Committee IFEMA MADRID**