

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.

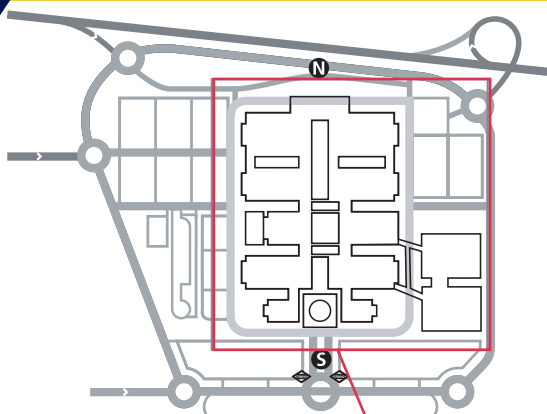
If you are trapped by fire or smoke, crouch down or get onto your hands and knees. If possible, put a damp cloth over your nose and mouth. If you have been alone in a room, close all the doors and any openings that smoke could come through. Try to let people know where you are, any way you can.

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

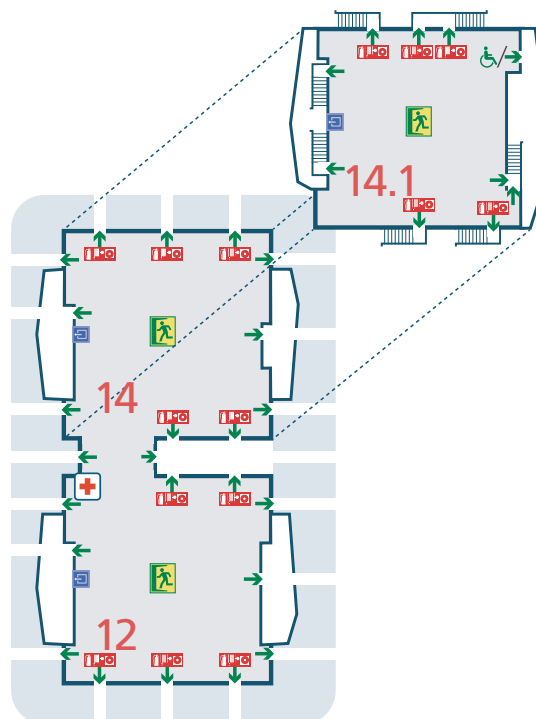
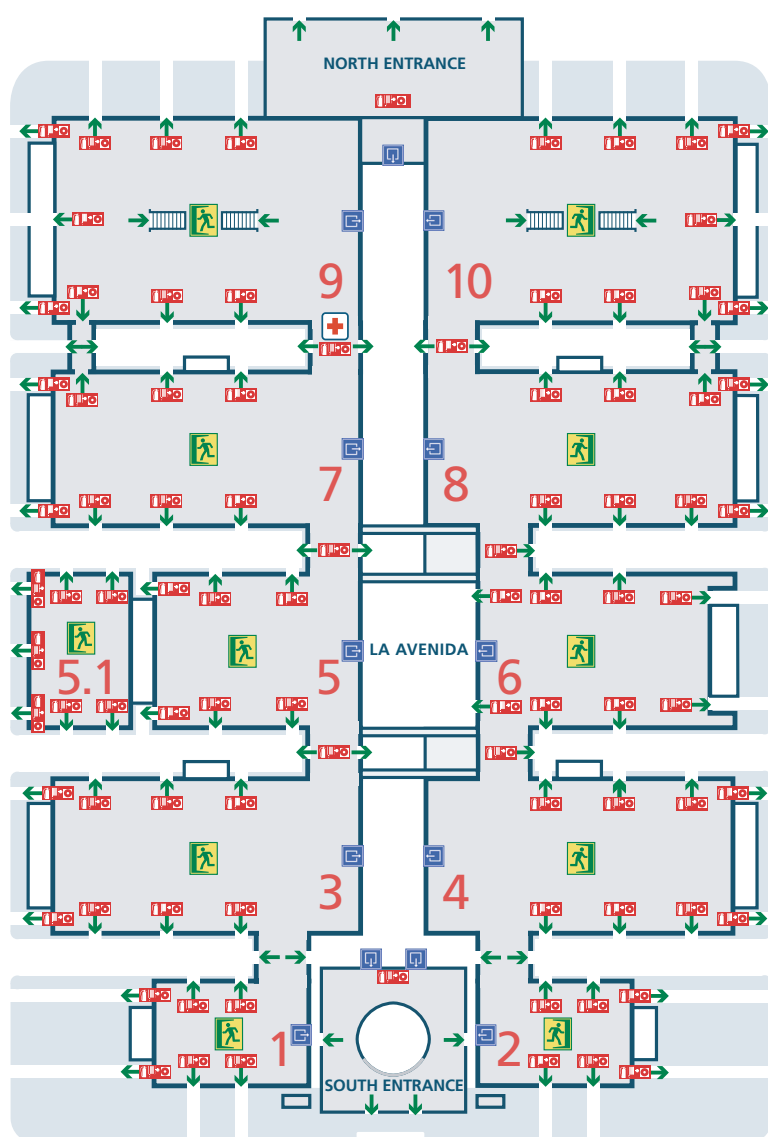


Emergency Exits



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