



Health & Safety Salud y Seguridad

CAE Barcelona

Your worldwide
training partner
of choice



Fire

On discovering a fire

- Activate the nearest fire alarm and alert others around you
- Leave immediately by the nearest fire exit
- When safe to do so, dial 2207 or from a mobile +34 610437986 giving location and details of fire

On hearing the FIRE alarm

- Alert others around you and leave immediately by the nearest fire exit
- Assemble at the nearest assembly point
- Comply with instructions from fire marshals and emergency services
- Do not run
- Do not stop to collect belongings
- Do not re-enter the building until the 'all clear' is given by the fire department

Medical

Minor accident / Incident

- Dial 2207 or from a mobile +34 610437986
- Give the location & details of casualty - your nearest CAE First Aider will be located for you
- Stay with the casualty until help arrives

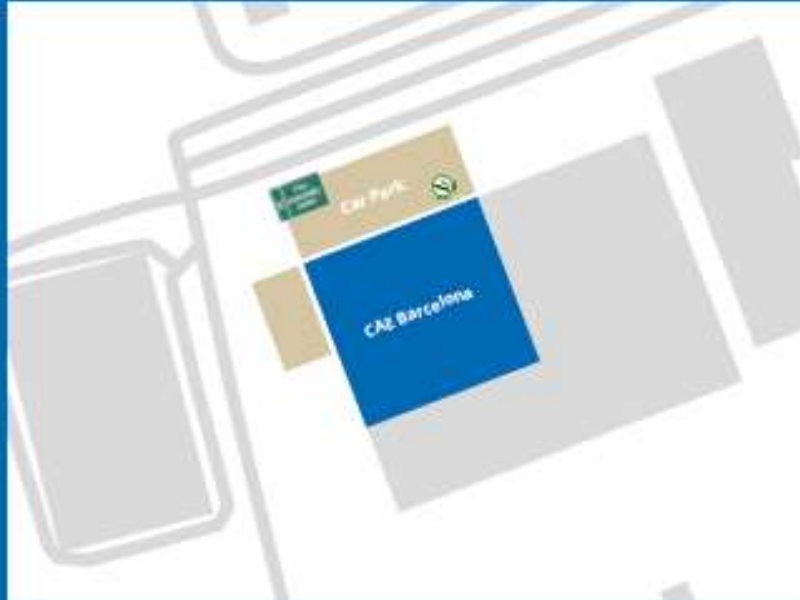
Major accident

- If you feel the emergency services are required, dial 112
- Then dial 2207 or from a mobile +34 610437986
- Give the location & details of casualty
- Stay with the casualty until help arrives

General

There are certain areas within CAE Barcelona where access is restricted to authorised persons only. Safety signs, notices and instructions are provided to protect you; we require that you comply with them. Please ask a member of staff if you are unsure.

- Please be aware of any potential hazards and take care.
- Do not touch any equipment unless trained to do so.
- Comply with all signage.



APPENDIX II: INFORMATION SHEET FOR CONCURRENT COMPANIES ON RISK AND PREVENTIVE MEASURES IN THE FACILITIES


OBLIGATORY COMPLIANCE PROCEDURES /RISK INFORMATION FOR THIRD PARTIES –GLOBALIA FACILITIES–

MANDATORY INSTRUCTIONS

- The speed of vehicle traffic on the site may not exceed 20 km/h.
- Remember that as a pedestrian you must walk on the areas reserved for pedestrians: pavements and pedestrian crossings.
- Park your vehicle in the parking areas set aside for this purpose, respecting the horizontal signs and reserved parking areas.
- Respect the direction of traffic and do not drive your vehicle in the opposite direction to that established.
- Access cards are personal and non-transferable. Report any loss or misplacement to the security staff immediately.
- Access to restricted areas is not permitted without the prior authorization of the person in charge of the facility.
- Smoking is prohibited inside the facilities (including toilets).
- In the event of an emergency with evacuation, evacuate the centre, using the evacuation routes to the counting point. Meet with the staff of your department and wait for instructions.
- If an evacuation is ordered, you will stop your work and leave the equipment in safety (electrical equipment and air-conditioning system switched off) and air conditioning system off) and proceed in accordance with the instructions given in the emergency and evacuation sheet for your building.
- Collaborate with security personnel.

GENERAL RECOMMENDATIONS

- a) Do not endanger your life. Do not engage in heroic behavior.
- b) Always carry your keys and documents with you. During the evacuation, do not go back to pick up objects or look for people, or leave carrying bulky objects.
- c) In the event of a fire emergency, switch off electrical equipment and the air conditioning system.
- d) During evacuation, close doors and windows that could allow the transmission of fire and smoke. If you notice a door with a high temperature, do not open it.
- e) If you are circulating in an environment full of smoke and fumes, crouch, or crawl, protecting your mouth and nose with a damp handkerchief.
- f) Do not stop at the exits, continue until you reach the outside and go to the counting point. Remain at the counting point until the end of the emergency or until further orders are given. Do not leave, as this may be misleading, so that you are assumed to still be inside the center.

TELEPHONE	Ext.	Int.	Mobile	Corp.	<p>Counting point Main car park Globalia Polígono son Noguera</p> 
CONTROL CENTRE	971 17 XXXX*	8103	-	-	
RECEPTION GLOBALIA BUILDING	917 25 8325	-	-	-	
EMERGENCY CHIEF	971 17 XXXX*	8124	629 593 330	681124	
HEAD OF INTERVENTION	971 17 XXXX*	8103	696 419 306	68194	
SUBSTITUTE INTERVENTION CHIEF	971 17 XXXX*	8103	-	-	
PREVENTION DEPARTMENT	971 17 XXXX*	8031/8301	-	-	
SECURITY GUARD	971 17 XXXX*	8395	-	-	
EMERGENCY TELEPHONE			112		

* To be completed with telephone Int.

