

2026-2027

Health & Safety Policy

WHOLE SCHOOL

Policy Owner:
Executive Director



SINCE 1973

Introduction

This Health & Safety Policy sets out Morna International College's approach to managing health and safety and defines the responsibilities of those involved in maintaining a safe and healthy working and learning environment.

The policy provides the framework through which the School identifies and manages risk, fulfils its legal obligations and promotes a positive culture of health and safety across all areas of the organisation.

Health and safety is a shared responsibility, and every member of the school community is expected to contribute to maintaining a safe environment by following this policy and reporting hazards or concerns promptly.

1. Policy Statement

Morna International College is committed to providing, so far as is reasonably practicable, a safe, healthy and secure working and learning environment for all students, employees, contractors, visitors and others who may be affected by the School's activities.

The School is committed to:

- Complying with all applicable Spanish health and safety legislation and recognised best practice.
- Providing safe buildings, facilities, equipment and systems of work.
- Identifying, assessing and controlling risks associated with the School's activities.
- Providing appropriate information, instruction, training and supervision.
- Promoting a positive culture in which health and safety is recognised as a shared responsibility.
- Maintaining effective emergency procedures and continually reviewing health and safety performance.

2. Scope

This policy applies to all employees, students, contractors, agency workers, volunteers, visitors and any other persons who may be affected by the School's activities.

It applies to all areas of Morna International College, including school buildings, grounds, sports facilities, workshops, kitchens, maintenance areas, school vehicles, educational visits and all other activities organised by or on behalf of the School.

All members of the school community are expected to comply with this policy and to cooperate in maintaining a safe and healthy environment.

3. Legal Framework

Morna International College is committed to complying with all applicable Spanish health and safety legislation and associated regulations.

The School's health and safety arrangements are based upon the principles established by Spanish occupational risk prevention legislation and are supported by the School's appointed Occupational Risk Prevention Service (*Servicio de Prevención de Riesgos Laborales*), which provides specialist advice, statutory health surveillance, risk assessments and technical support.

This policy should be read in conjunction with any associated procedures, risk assessments and emergency plans issued by the School.

4. Health and Safety Responsibilities

Health and safety is a shared responsibility. Every member of the school community has a duty to contribute to maintaining a safe, healthy and secure working and learning environment.

Whilst the School allocates specific health and safety responsibilities to designated roles, all employees, students, contractors and visitors are expected to cooperate in maintaining a safe environment and to comply with this policy and all related procedures.

4.1 The Proprietor

The Proprietor has ultimate legal responsibility for health and safety at Morna International College and ensures appropriate resources are made available to enable the School to meet its legal obligations.

4.2 Executive Director

The Executive Director is responsible, on behalf of the Proprietor, for the overall management of health and safety throughout the School and for ensuring appropriate systems, resources and competent personnel are in place.

The Executive Director is responsible for:

- promoting a positive health and safety culture throughout the School;
- ensuring appropriate health and safety policies and procedures are implemented and reviewed;
- ensuring sufficient resources are available to maintain a safe working environment;
- supporting the Health and Safety Officer in the effective implementation of the School's health and safety arrangements;
- reporting significant health and safety matters to the Proprietor where appropriate.

4.3 Health and Safety Officer

The Health and Safety Officer is responsible for coordinating the day-to-day implementation of the School's health and safety arrangements and advising the Executive Director on health and safety matters.

The Health and Safety Officer is responsible for:

- coordinating workplace risk assessments and maintaining health and safety records;
- liaising with the School's Occupational Risk Prevention Service and other external health and safety advisers;
- coordinating statutory inspections, health surveillance and health and safety training;
- advising the Head of Maintenance of any health and safety risks identified through inspections, risk assessments, adverse weather conditions or the deterioration of the School's buildings, grounds or infrastructure;
- monitoring actions arising from inspections, audits, risk assessments and incident investigations;
- maintaining health and safety documentation and records;
- supporting departments in implementing health and safety procedures;
- reporting significant health and safety matters to the Executive Director;
- acting on behalf of the Executive Director, where authorised, during periods of absence in relation to health and safety matters, including fulfilling the Executive Director's statutory duties if required in the event of an emergency.

4.4 Head Teacher

The Head Teacher is responsible for ensuring that health and safety arrangements are effectively implemented within the educational operation of the School.

The Head Teacher is responsible for:

- promoting safe teaching and learning practices;
- ensuring educational activities, off-site visits and residential trips are appropriately planned, authorised and risk assessed in accordance with the School's Educational Visits Policy;
- supporting staff in maintaining safe learning environments;
- leading the safe evacuation of the School during emergency situations, ensuring a minimum of one whole-school evacuation drill is carried out each academic year, with additional drills undertaken where appropriate, and reviewing the effectiveness of each drill with the Senior Leadership Team and/or Health and Safety Committee, as appropriate, to identify and implement any necessary improvements;
- ensuring all teaching staff are familiar with the School's emergency procedures and are appropriately trained to supervise the safe evacuation of students;
- working with the Executive Director and Health and Safety Officer on health and safety matters affecting the educational operation of the School.

4.5 Senior Leadership Team

Members of the Senior Leadership Team are responsible for promoting a positive health and safety culture within their respective areas of responsibility and ensuring that health and safety procedures are effectively implemented.

They are responsible for:

- promoting safe working practices;
- ensuring staff understand and comply with relevant health and safety procedures;
- ensuring risk assessments are implemented within their areas of responsibility;
- identifying hazards and reporting concerns promptly to the appropriate person, including the Head of acting on behalf of the Executive Director, where authorised, during periods of absence in relation to health and safety matters, including fulfilling the Executive Director's statutory duties if required in the event of an emergency.
- acting on behalf of the Head Teacher, where authorised, during periods of absence in relation to health and safety matters, including fulfilling the Head Teacher's statutory duties if required in the event of an emergency.

4.6 Main Office Staff

The Main Office is the School's central communication hub and plays an important role in the coordination of emergency situations. As the location of the main telephone system, fire alarm control panel and reception, it is the primary point of communication during an emergency and supports the coordination of information and emergency procedures.

- Manage the School's main telephone system and reception.
- Understand the operation of the School's fire alarm control panel and follow the emergency procedures for silencing, resetting and managing the system once authorised to do so.
- Contact the emergency services where required.
- Act as the central communication point during emergencies.
- Coordinate communication with designated staff during emergency incidents.

- Monitor and control access through the School's main entrance, ensuring only authorised visitors are admitted.
- Register late arrivals and authorised early departures of students.
- Manage the School's visitor sign-in procedures and issue visitor identification.
- Report Health and Safety concerns to the appropriate member of staff and contact the Maintenance Department where immediate action is required.

4.7 Heads of Practical Curriculum Areas

Heads of Practical Curriculum Areas, including Science, Design & Technology, Physical Education and any other subjects involving practical activities or specialist equipment, are responsible for ensuring that health and safety requirements are fully integrated into the planning and delivery of their curriculum areas.

They are responsible for:

- ensuring practical lessons and activities are planned and delivered safely;
- ensuring subject-specific risk assessments are completed, reviewed and implemented where required;
- ensuring equipment, machinery, tools and specialist teaching resources are inspected regularly and maintained in a safe condition;
- ensuring appropriate supervision, personal protective equipment (PPE) and safe working practices are followed during practical activities;
- ensuring staff are appropriately trained and competent to deliver practical activities safely;
- reporting defects, hazards or health and safety concerns promptly to the Head of Maintenance and Health and Safety Officer.

4.8 Head of Maintenance

The Head of Maintenance plays a key role in ensuring the School premises, buildings, grounds and engineering services remain safe, secure and fit for use.

The Head of Maintenance is responsible for:

- carrying out planned daily, weekly, monthly and termly inspections of the School's buildings, grounds and infrastructure;
- implementing and monitoring the School's planned preventative maintenance programme;
- identifying, recording and rectifying maintenance defects and safety hazards, or reporting significant works to the Executive Director where required;
- ensuring all maintenance staff wear the appropriate personal protective equipment (PPE) and follow safe systems of work;
- ensuring maintenance staff attend mandatory health and safety training and are competent to carry out their duties safely;
- monitoring weather conditions and taking appropriate preventative action before and during periods of adverse weather, including high winds, storms, heavy rainfall and extreme temperatures;
- ensuring the safe operation, inspection and maintenance of electrical systems, water supplies, gas installations, air conditioning, generators, sewage treatment systems, fire safety equipment and other engineering services, either by the School's maintenance team or through the effective management of specialist external contractors;
- ensuring emergency exits, external routes, gates, fencing, playground equipment and other safety-critical infrastructure remain safe and operational;
- coordinating routine monitoring of the School's private water supply and ensuring all required water quality testing, treatment and statutory checks are carried out, taking appropriate action where results fall outside acceptable parameters.
- maintaining appropriate inspection and maintenance records and reporting significant health and safety concerns to the Health and Safety Officer and, where appropriate, the Executive Director.

4.9 Heads of Catering and Cleaning Services

The Heads of Catering and Cleaning Services are responsible for maintaining safe working practices within their respective departments and for working closely with the Head of Maintenance to identify and address any maintenance or health and safety concerns.

They are responsible for:

- ensuring their working areas are maintained in a safe, clean and hygienic condition;
- ensuring equipment is used safely and maintained in good working order;
- reporting building defects, equipment faults and potential hazards promptly to the Head of Maintenance;
- ensuring the School's kitchen complies with all applicable food hygiene and food safety requirements;
- liaising with the School's appointed food hygiene inspection provider, implementing recommendations arising from monthly inspections and reporting significant issues to the Health and Safety Officer and Executive Director;
- ensuring all catering and cleaning staff wear the appropriate personal protective equipment (PPE) and comply with safe working practices;
- ensuring employees attend mandatory health and safety and food hygiene training appropriate to their roles;
- ensuring staff comply with relevant health and safety procedures;
- working collaboratively with the Head of Maintenance, Health and Safety Officer and Executive Director to maintain a safe environment throughout the School.

4.10 Employees

All employees have a legal and professional responsibility to take reasonable care of their own health and safety and that of others who may be affected by their actions.

Employees must:

- comply with this policy and all related health and safety procedures;
- follow reasonable health and safety instructions;
- report hazards, unsafe conditions, accidents, incidents, near misses and defective equipment immediately;
- use equipment and personal protective equipment correctly where required;
- attend mandatory health and safety training where required;
- never intentionally misuse safety equipment or protective measures;
- ensure that any accident, injury or sudden illness involving a student, employee or visitor is reported immediately to the School Nurse (First Aid Lead) or the nearest qualified first aider so that appropriate medical assistance can be provided;

Further information regarding first aid arrangements, medical care and accident reporting procedures is contained within the School's **First Aid and Medical Care Policy**.

4.11 Students

Students are expected to behave responsibly and contribute to maintaining a safe learning environment.

Students must:

- follow the instructions of members of staff;
- use equipment and facilities safely and responsibly;

- report hazards, accidents or unsafe behaviour to a member of staff;
- comply with health and safety rules during lessons, practical activities and educational visits.

4.12 Contractors and Visitors

Contractors and visitors must comply with the School's health and safety procedures whilst on School premises and follow all reasonable instructions issued by members of staff.

Visitors are required to:

- report to the Main Office immediately upon arrival;
- sign in using the School's visitor management system;
- read and comply with the School's Visitor Information and Health & Safety Guidance;
- wear the visitor identification lanyard issued by the Main Office at all times whilst on site;
- sign out and return their visitor lanyard to the Main Office before leaving the School.

Contractors are required to:

- report to the Main Office on arrival and sign in before commencing work;
- comply with all relevant health and safety and safeguarding procedures;
- wear appropriate identification and personal protective equipment (PPE) where required;
- ensure that work is carried out safely and that risks to students, staff and visitors are effectively controlled;
- not work unaccompanied in areas where students are present unless authorised by the School and appropriate safeguarding requirements have been met;
- report any hazards, incidents or unsafe conditions immediately to the Head of Maintenance, Health and Safety Officer or Main Office, as appropriate.

4.13 Health and Safety Committee

The School maintains a Health and Safety Committee to support the continuous review and improvement of health and safety across the School.

The Committee comprises:

- the Executive Director;
- the Head Teacher;
- the Health and Safety Officer; and
- three elected Staff Representatives.

The Committee normally meets once each term, with additional meetings convened where necessary.

The Committee reviews health and safety performance, considers recommendations arising from inspections and risk assessments, reviews accidents, incidents and near misses, monitors the implementation of corrective actions, and makes recommendations for the continuous improvement of health and safety throughout the School.

5. Risk Assessments

Risk assessments form an essential part of the School's health and safety management system and are used to identify hazards, assess risks and implement appropriate control measures to reduce the likelihood of injury or harm.

The School will ensure that suitable and sufficient risk assessments are undertaken, reviewed regularly and updated whenever there are significant changes to activities, premises, equipment or legislation.

Risk assessments will be completed, where appropriate, for:

- educational visits and residential trips;
- practical curriculum areas, including Science, Design & Technology and Physical Education;
- maintenance activities, contractors and other higher-risk work;
- specialist equipment, machinery and hazardous substances;
- significant events, activities or projects organised by the School; and
- any other activities where a foreseeable risk to the health, safety or wellbeing of students, employees or visitors has been identified.

The School's standard Risk Assessment Forms are available on the Morna Intranet under the School Documents section. Templates are provided for educational day visits, residential trips and general on-site activities. Employees must use the appropriate form when carrying out risk assessments and seek approval where required before the activity takes place.

In addition to formal risk assessments, the School carries out routine health and safety inspections throughout the academic year. Daily visual checks are undertaken by the Maintenance Department, with additional daily safety checks completed within the Early Years setting to ensure that learning environments and outdoor play areas remain safe and suitable for use.

All employees are expected to remain vigilant, report hazards promptly and implement any control measures identified within relevant risk assessments.

6. Missing Student Procedure

In the unlikely event that a student is believed to be missing during the school day or whilst participating in a school activity, the following procedure will be implemented immediately:

The member of staff identifying the concern must immediately inform the Main Office and the Head Teacher (or the most senior member of staff available).

1. An immediate search of the student's last known location and surrounding areas will be undertaken by designated members of staff.
2. The Head of Maintenance and relevant staff will be informed to assist with the search and, where appropriate, to secure entrances and exits to the School site.
3. The Health and Safety Officer and/or Executive Director will review the School's CCTV system, where appropriate, to assist in establishing the student's movements.
4. Staff will maintain clear communication throughout the search to ensure all areas are checked systematically and to avoid duplication of efforts.
5. If the student has not been located following an immediate and systematic search, and normally within 15 minutes, the Head Teacher or Executive Director will undertake an immediate risk assessment

based on the student's age, vulnerability and the circumstances of the incident. Parents or guardians and, where appropriate, the Police or other emergency services will be contacted without delay.

6. A written record of the incident, actions taken and outcome will be completed, and the incident will be reviewed to identify any lessons learned and any improvements to the School's procedures.

7. Fire and Emergency Evacuation Procedures

The School maintains comprehensive fire safety arrangements to protect all members of the school community. Fire protection equipment is inspected, serviced, tested and, where necessary, replaced at the required intervals by appropriately qualified external contractors. Fire exits are checked regularly to ensure they remain clearly marked and immediately accessible.

Fire and emergency evacuation instructions are prominently displayed in all classrooms, offices and shared areas throughout the School. All employees are required to read and familiarise themselves with these instructions, the designated evacuation routes, assembly points and the procedures to be followed in the event of an emergency.

All staff are expected to participate in evacuation drills, follow the instructions of the Head Teacher, Senior Leadership Team or other designated person responsible for managing the evacuation, and immediately report any concerns relating to fire safety or emergency escape routes to the Head of Maintenance or Health and Safety Officer.

The School also maintains a Lockdown Procedure to safeguard students, employees and visitors in the event of a security-related incident or other circumstances where it is safer to remain within buildings than to evacuate the site. The Head Teacher, supported by the Senior Leadership Team, is responsible for ensuring that teaching staff are familiar with the School's Lockdown Procedure. The Executive Director is responsible for ensuring that all operational and support staff receive appropriate instruction and are familiar with the procedure.

Due to the size and layout of the Morna International College campus, which comprises a number of separate buildings spread across a large site, a full evacuation may involve a two-stage process. Following assembly at the primary assembly point, students, staff and visitors may be directed to one of three designated final evacuation and student collection points, depending on the nature and location of the emergency. These arrangements are explained during fire drills and may also be practised as part of the School's emergency evacuation procedures.

The following appendices form part of this policy and contain the School's Fire and Emergency Evacuation Instructions, Lockdown Procedure and Campus Evacuation Map. All employees are required to read and familiarise themselves with these documents.

- **Annex 1 – Fire and Emergency Evacuation Instructions**
- **Annex 2 – Lockdown Procedure**
- **Annex 3 – Campus Evacuation Map**

8. Key Health & Safety Contacts - *Academic Year 2026–2027*

The following members of staff hold key health and safety responsibilities. Staff should refer to this list when seeking advice or reporting health and safety concerns.

- Head Teacher: Bernie Cox
- Executive Director: Julie Harwood

- Health and Safety Officer: Estela Villatoro
- Senior Leadership Team: Fiona Robertson, Jon Brook, Siân Griffiths, Julie Alford
- Head of Maintenance: Juan Henares
- Head of Catering Services: Juan Vidal
- Head of Cleaning Services: Mari Mena
- Health and Safety Delegates: Jorge Argüelles, Beatriz Páchon, Maria Atucha
- First Aid Leader (School Nurse): Guada Piernagorda

Policy Title	Health & Safety Policy
Policy Owner	Executive Director
Responsible Officers	Head Teacher, Health and Safety Officer, Head of Maintenance Services
Applies To	Whole School
Approved By	Proprietor
Date Approved	20 th July 2026
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Version	4.0

ANNEX 1 - EVACUATION PROCEDURE



Detection

If you detect fire or smoke please press the emergency button or inform the office immediately. (Tel. 971 197672 if needed).

Alarm

On hearing the fire warning (like a police siren) teachers should ensure that all pupils leave their work and line up immediately at their classroom door.

Leaving the buildings and movement of pupils

- Pupils must leave all belongings inside.
- Close classroom windows and door (not locked).
- Teachers should ensure that pupils walk swiftly, but do not run and remain quiet and calm so that they can hear instructions.

Assembly and checking

- The assembly point is the central stage. (unless otherwise instructed)
- Children must be lined up in an orderly fashion at their marked place.
- The Head of section will distribute registers to form tutors.
- Register that all students are present and hold the register up if everyone is present. Inform your Head of Section if any children are missing.

Staff who are not form tutors should assemble at the top area of the stage, clearly in view to be accounted for.

Further instructions will be given by the Head Teacher at this point.

Use of fire extinguishers

Teachers should only attempt to extinguish fires if they are sufficiently small and isolated. Priority is always the safety of themselves and the pupils in their care. If in doubt evacuate the classroom and contact the office.

Detección

Si detecta fuego o humo, presione el pulsador de emergencia o informe a la oficina inmediatamente (teléfono 971 197672).

Alarma

Al escuchar la alarma (suena cómo una sirena de policía) los profesores deberán cerciorarse de que todos los alumnos dejan su trabajo y se colocan en fila junto a la puerta de su clase.

Salir de los edificios y evacuar a los alumnos

- Todos los alumnos deben dejar sus pertenencias dentro de su clase.
- Cerrar todas las ventanas y puertas de la clase (sin cerrar con llave).
- Los profesores se asegurarán de que los alumnos caminan con diligencia, aunque sin correr y manteniéndose en silencio y en calma.

Punto de encuentro y registro de alumnos

- El punto de encuentro será el escenario (salvo que se estipule otra cosa).
- Los alumnos deberán colocarse de manera ordenada en el lugar indicado.
- Los jefes de sección entregarán las listas a los tutores.
- Registrar a todos los alumnos comprobando que están presentes y levantar las listas cuando estén comprobadas. Informar a los jefes de sección si falta alguien.

Los empleados que no sean tutores deberán colocarse encima del escenario, en un sitio bien visible para que se le pueda registrar.

Llegado a este punto, el Director dará las indicaciones oportunas.

Uso de los extintores

Los profesores deberán tratar de extinguir un fuego, solo en el caso de que sea pequeño y aislado. La prioridad es su propia seguridad y la de los alumnos que tiene a su cargo. Ante la duda, evacue su clase y contacte con la oficina.

Annex 2 - LOCKDOWN PROCEDURE



How to lockdown

If you are told to lockdown by your line manager or a member of the SLT, this would be communicated either in person, by E-mail or by phone. You must return/stay in your classroom with your class (in the case of Secondary the current class you are teaching). Registers must be taken and in the case of any missing children, send a message to the main office and SLT, stating who is missing and the last time and place they were seen.

Depending on the emergency you would be informed whether or not to lock doors and windows and if you should take cover inside the classroom or not.

Always try to maintain quiet and calm within the classroom.

Potential situations requiring lockdown

- **Extreme Weather Conditions** – i.e. very strong winds, intense storms, and flooding. If you think weather conditions are not safe and haven't received instructions, always err on the side of caution, and keep children inside the classroom. If a building is flooding, children should be taken to another building which is at a higher height. In the case of high winds, wooded areas must be avoided. During intense storms the power supply may be cut to limit damage and if not use of electrics should be avoided.
- **Bomb Threat** – In this instance a lockdown and/or an evacuation could be deemed necessary, the police would ultimately give the school instructions.
- **Terrorist Act** – If you observe this kind of a threat, you must:
 - Quickly take your children inside of the classrooms.
 - Position children away from sightlines to external doors and windows, e.g. under the tables.
 - Switch mobiles and electronic devices onto silent mode.
 - Lock doors and switch lights off.
 - Keep as quiet as possible.
- **Violent Parents or Students** – An attempt should be made to calm the person down, preferably with a number of staff together, notify the office and SLT immediately. If deemed necessary, the police will be notified.

How to raise the alarm

In a potential lockdown situation, the normal fire alarm **MUST NOT BE USED**. There is an emergency code which works on the alarm keypads this is activated by pressing **2** and ***** simultaneously, this sends a silent signal to the alarm company who immediately contact the school and if required, the police. If you press the panic signal, where at all possible phone the office **971 197672** to inform them about the emergency, in the case that the school is not contactable the telephone number of GPS the alarm company is **971 318268** and the emergency services is **112**.

¿Cómo confinarse en una situación de emergencia?

Su jefe directo o un miembro del SLT le indicará personalmente, por correo electrónico o por teléfono que se encierre. En este caso, deberá regresar y/o permanecer en su aula con su clase (en el caso de las clases de secundaria, sería en la clase en la que esté o haya estado enseñando en ese momento). Deberá pasar lista de los alumnos y si echa alguno en falta, deberá enviar un mensaje a la oficina principal y al SLT, indicando qué alumnos faltan y la última hora y lugar en que fueron vistos.

Dependiendo de la emergencia, se le informará si debe o no cerrar las puertas y ventanas y si debe refugiarse dentro del aula o no.

Siempre trate de mantener a la clase tranquila y en silencio.

¿Qué situaciones pueden requerir un confinamiento?

- **Condiciones climáticas extremas**, es decir, vientos muy fuertes, tormentas intensas e inundaciones. Si cree que las condiciones climáticas no son seguras y no ha recibido instrucciones, siempre sea precavido y mantenga a los niños dentro del aula. Si un edificio se está inundando, conduzca a los niños a otro edificio/lugar que esté a mayor altura. En caso de vientos fuertes, se deben evitar las zonas boscosas. Durante tormentas intensas, se podría cortar el suministro eléctrico para limitar los daños, en el caso de que no sea así, se deberá evitar el uso de aparatos eléctricos.
- **Amenaza de bomba**. En este caso, podría considerarse necesario un confinamiento y/o una evacuación total. Será la policía quien dará las instrucciones necesarias a la escuela.
- **Acto terrorista**. Si observa este tipo de amenaza, deberá:
 - Llevar rápidamente a sus alumnos dentro de las aulas.
 - Situar a los niños lejos de la línea de visión de las puertas y ventanas externas (por ejemplo, situándolos debajo de las mesas).
 - Poner los móviles y los dispositivos electrónicos en modo silencioso.
 - Cerrar las puertas y apagar las luces.
 - Mantener el mayor silencio posible.
- **Padres o estudiantes violentos**. Se deberá intentar calmar a la persona, preferiblemente acudirán varios empleados al lugar. Se notificará la situación a la oficina y al SLT de inmediato. Si ellos consideran necesario, avisarán a la policía.

¿Cómo dar la alarma?

En una posible situación de confinamiento, **NO DEBERÁ UTILIZARSE** la alarma contra incendios normal. Hay un código de emergencia que funciona en los teclados de la alarma de robo, que se activa presionando **2** y ***** simultáneamente, este código, enviará una señal silenciosa a la compañía de alarmas que se comunicará inmediatamente con la escuela y, si fuera necesario, con la policía. Si pulsa la señal de pánico, trate de llamar a la oficina **971 197672** para informarles de la emergencia. En el caso de que la oficina no esté localizable, el teléfono de GPS (la empresa de alarmas) es el **971 318268** y los servicios de emergencia son el **112**.

Annex 3 - EVACUATION MAP

