



INESLE Madrid
Instituto de Español

FIRE & SAFETY STRATEGY
INESLE Madrid

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FIRE AND SAFETY STRATEGY

FIRE EMERGENCY

In the event of a FIRE EMERGENCY, call 112 and provide your name, location, and the telephone number from which you are calling. Do not hang up until told to do so. Then call the directors 606193231 or 618196187. In the event that a fire is discovered or suspected, pull the fire alarm. When you hear a fire alarm, evacuate the building immediately. Close the windows and doors as you evacuate. Do not use the elevator. Meet and remain at prearranged gathering place at least 100 yards from the building. Notify firefighters or some staff from INESLE if you think someone remains in the building. Individuals requiring assistance should proceed to a stairwell entrance and wait for assistance.

In case of fire at school

We have fire extinguishers in the designated areas in the school. There are signs leading to all fire extinguishers. In the event of a fire alarm or fire, INESLE students are instructed to proceed out of the building, using the main exit. Roll will be taken to ensure that everybody has safely evacuated the building.

Emergency numbers from any phone in Spain are:

092 Police and fire emergencies

112 All other emergencies (equivalent to your 911, but focused beyond police matters).

All students are expected to have these emergency numbers programmed immediately on their cell phones.

SAFETY IN MADRID (and in Spain)

Madrid is a reasonably safe city but, as in all big cities of the world, you should still take some precautions and exercise common sense. Here are a few important guidelines:

What to carry at all times

- Once you have arrived in Madrid and settled in with your host family, you need very little to live here in Madrid. Your INESLE card with your host family information and emergency telephone numbers (Director's cell phones), picture of your passport in your wallet/phone, €20 cash, one credit card (ideally, your ATM card), while in Madrid.

ALL THEFTS OR INCIDENTS OF IRREGULAR BEHAVIOR OR ASSAULT MUST BE REPORTED IMMEDIATELY TO THE DIRECTORS 606 193 231 or 618 196 187 BY PHONE. EMAIL / TEXT.

Petty theft

- Driver's license, miscellaneous IDs, plane tickets, pictures and anything else of little or no monetary value is better left at your host family's home.
- Don't carry more cash than you need to in your wallet, pocket or handbag.
- Do not carry all your valuables (ID, cash, and credit cards) in the same wallet or handbag.
- Do not leave backpacks or luggage unattended anywhere and keep backpacks zipped up and other bags or personal belongings closed.
- Never travel with your passport in your shirt pocket or anywhere else where it's visible.
- Be careful in crowded places. You can enjoy yourself while being alert and conscious of your possessions.
- If you are robbed, go to the police to file a report. Do not chase or confront the thief, since s/he could be armed and desperate.
- Report all petty crimes to one of the Directors as soon as you have a moment. Call your parents next if you have lost a credit card and it needs to be cancelled.
- If your wallet is lost or stolen, there is a chance that you'll get it back, without the cash, of course.

OTHER OVERALL THINGS TO REMEMBER:

DO NOT be by yourself in isolated areas. This is of utmost importance. If you are in a park and you see or are involved in something unruly happening, a robbery, an attack, DO NOT confront them. Give them what they want and try to walk away as quickly as you can. Try to remember what the assailants looked like in order to give the description to the police if you can. DO NOT attempt to take a picture.

If you see Spanish kids gathered to drink (it's called el botellón), do not join them. Abandon the scene as quickly as possible.

Do not talk to strangers. Sometimes a stranger stops you to talk, others join in and now they are more in number than you. You are an easy target. Avoid that situation.

Girls do not engage any male in conversation that you do not know. If a man approaches you DO NOT EVEN SAY GO AWAY. DO NOT SAY "NO" DO NOT SAY ANYTHING AT ALL!!! VERY IMPORTANT. IF YOU ENGAGE, EVEN SAYING NO, OR GO AWAY, THAT CAN BE VIEWED AS AN INVITATION FOR MORE. YOU MUST KNOW THIS. SAY NOTHING, DO NOT LOOK AT THE MAN APPROACHING YOU, WALK AWAY.

Girls, use bags with a strap across your chest. Everyone, backpacks are best on the front especially while on buses or public transport.

REPORT ALL INCIDENCES OF OFFENSIVE REMARKS TO ONE OF THE DIRECTORS. They will report them to the proper city authorities if appropriate. Also, be sure to describe the episode to your host mother; it might be appropriate for her to file a local report if it happens near your home. At the very least, she should be aware of your experience and discuss it with you. It is quite upsetting to be the victim of harassment and more so if you fail to talk about the incident with a trusted adult or confidant. Seek the right adult or peer to talk to until you have worked it out.