



INESLE Madrid
Instituto de Español

Emergency Response Procedure

INESLE Madrid

Edition Date: 01/14/2016
Responsible Office: MD
File Name: PP-ERP-2016

EMERGENCY RESPONSE PROCEDURES

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INESLE has developed reviews and stands ready to implement emergency procedures for the organization. Students are informed of and trained in INESLE emergency procedures during orientation at the beginning of the program and as necessary throughout the summer program. In the event of any emergency, the directors will provide regular updates to parents, host families, students and faculty, to ensure a safe, informed response by the community.



Attempted Suicide/Drug or Alcohol Overdose

In the case of an ATTEMPTED SUICIDE OR DRUG OR ALCOHOL OVERDOSE where there is immediate danger to the victim, stay with the victim, call 112 (using a cell phone or line phone), then call the directors 606193231 or 618196187.

Medical or Fire Emergency

In the event of a MEDICAL OR 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.

Injury/Medical Emergency

Do not move a seriously injured person except in a life-threatening situation. Stay with the injured person and keep the victim as calm and comfortable as possible. Call, or have someone call, 112 give the victim's name, location, phone number, and nature of the injury. Do not hang up until told to do so.

Rape

In the case of a RAPE in which there is immediate danger (i.e., severe physical trauma, impaired breathing, unconsciousness), call 112, and call the directors

In the case where no immediate medical danger exists, stay with the victim. Do not allow the victim to change clothes or shower. Notify the directors to ask for assistance transporting the victim to a Hospital.

Crime in Progress/Outside Intruder

In the event of a CRIME IN PROGRESS, do not attempt to apprehend or interfere with the criminal, except for self-protection. Determine if anyone has been injured and stay with injured parties. Note the description of the criminal and/or motor vehicle, including license plate, the location, and direction of travel. Call 112 and provide name, phone number, and location. Then call to one of the directors to notify about the situation.

Bomb Threat or Suspicious Package

If a suspicious package is discovered on school campus, contact to one of the directors and provide a description of the suspicious package. If a telephone call or information is received stating a bomb is on school campus, remain calm and listen carefully, obtaining as much details as possible. Notify to one of the program directors.

Severe Weather

In the event of a SEVERE STORM with high winds, do not go outside. Stay inside school buildings, away from windows and other openings.

Hazardous Material Spill

In the event of a HAZARDOUS MATERIAL SPILL, notify your teachers, advisor or one of the program directors immediately. Use water from toilets or showers to flush eyes and skin if you have had any contact with toxic chemicals. Follow instructions to evacuate the area if dangerous.

Prolonged Power Outage

In the event of a POWER OUTAGE during school hours, notify your teachers, advisor or one of the program directors. If you are in an unlighted area, proceed cautiously to an area with emergency lighting, locking doors as you leave. Exit building cautiously. If you are trapped in an elevator, stay calm and use emergency call button or telephone for assistance.