

# Health and safety tips for students

## Self-protection

Anyone who discovers an emergency (fire outbreak, accident with injured people, sick people, chemical spill, gas leak, threat to personal integrity...) on Campus, should inform the Emergency Communication Center by calling **96 665 8665** (8665 from an internal phone), or alerting the concierge, people in charge of the security of the building or the campus management center (CEGECA), clearly stating:



Who is calling?  
What's happening?  
Where the incident is taking place?

Make sure your message is received correctly

The university has an Emergency Plan to act on according to the type of incident. This will be launched immediately after receiving notification of the incident.



## Building evacuation standards

If ordered to evacuate the building:

- 1- Follow the evacuation route signs and instructions given by the people in charge of the evacuation of the area. (green vest).
- 2- Pay attention to warnings and evacuation signs immediately. Do not linger to collect personal belongings.
- 3- Assist any disabled person.
- 4- Stay calm.
- 5- Do not run, do not shout, do not push. This can cause people to fall and panic.
- 6- Keep walking in an orderly manner. Do not stop till you are outside the building.
- 7- If an area of the escape route is blocked by fire or smoke, do not take risks, find an alternative route, following the evacuation instructions.
- 8- If you have to cross an area with smoke try to cross it by crouching down close to the ground, where the air is clearer for breathing and the temperature is lower.
- 9- Once outside the building, go to the meeting point.
- 10- Do not spread out and follow the instructions given by the Chief Emergency Officer. (red vest)

## **Laboratory safety and workshops**

If the course you have chosen involves laboratory activities and workshops, the center will provide a brochure with safety instructions for you to follow.

## **Actions to take in case of an accident:**

- 1- **If an accident occurs during an educational activity, the teacher should be notified immediately.** Remember not to carry out any unsafe actions. If you are going to provide first aid, be careful not to worsen the condition of the injured person (protection) and do not take on any unnecessary risks (self-protection).
- 2- **Fire.** Evacuate the place where the fire is. Never use water to extinguish a fire caused by inflammation of solvent substances or near electrical installations. In any case, raise the alarm immediately.
- 3- **Body burns.** If clothing is on fire, call for help immediately. Lie on the ground and roll over to put out the flames. Do not run, this will fan the fire. You should help those who are burning. Cover them with a fireproof blanket or make them roll over on the floor. Never use a fire extinguisher on a person. Once the fire is out, the injured person should remain lying down, make sure that he/she does not get cold and provide first aid help until the arrival of medical assistance.
- 4- **Burns and cuts.** Small burns are treated by washing with cold water for 10-15 minutes. Disinfect them (with iodine e.g.) and cover with a bandage. Do not apply ointments, substances, or plasters).

Do not remove any blisters that may appear. More serious burns will require immediate medical attention. Small cuts that stop bleeding in a short time should be washed with soap and water; use an antiseptic and cover with a bandage or suitable lint. If they are large, deep and do not stop bleeding, ask for assistance immediately. Do not remove or manipulate any possible foreign body which remains in the injury. Kits with medical supplies are available in all buildings and laboratories.



- 5- Actions in case of inhalation of gases or chemicals.** Take the affected person to an aired room, immediate medical attention will be required. At the first sign of respiratory distress, mouth to mouth breathing should be started. If possible, identify the inhaled gas. Use an appropriate mask and if not available, hold your breath while the room is cleared of fumes (by opening windows, using fume hoods, and so on). In any case, avoid exposing yourself to the fumes.

**Medical care to the incoming student:**

1. Students from the European Union with access to the public health system in their home countries will be able to use the European Health Insurance Card. This card entitles students to any necessary healthcare during a temporary stay in any of the EU member states or in countries of the European Economic Area, at any of the outpatient or health centres nearest to where they live.
2. Students from a non-EU country, must bring their own international medical insurance which covers their healthcare needs in Spain. Prior to their arrival students should ask their Insurance Company for a document that shows the coverage and the different health centres where they will be attended.
3. Students coming from countries that have signed bilateral healthcare agreements with Spain, should bring their corresponding documentation with them from their home country and apply to be assigned a Family Doctor at the health centre nearest to where they live.

**SAFETY SIGNS AT THE PREMISES OF THE UNIVERSITY**

**Mandatory safety signs:**



Eye Protection must be worn



Ear Protection must be worn



Breathing Protection must be worn



Foot Protection must be worn



Hand Protection must be worn



Protective clothing must be worn

**Warning signs:**



Highly Flammable substance



Explosive substance



Toxic substance



Corrosive substance



Ionising radiation



Electrical Risk



Laser Beam



Oxidizing Substance



Biological hazard



Harmful or Irritant Substance

**Fire Safety Signs:**



Fire Alarm Call Point



Fire Extinguisher



Fire Hose Reel



Emergency exit



Emergency exit, directional arrow



Eye wash Signs



Emergency Shower