

EMERGENCY INFORMATION FOR FACULTY & STAFF

European Emergency Hotline: 112
Health & Safety Emergency Line: (+34) 638 763 758
Counseling Emergency Line: (+34) 609 269 323
SLU-Madrid Reception (9 am-6 pm): (+34) 91 554 58 58
Physicians/Sanitas (English-Speaking Service Available): (+34) 902 103 600

Dial +34 only when calling from outside of Spain or when using non-Spanish carrier cellphones.

In case of emergency, SLU-Madrid will contact you at your SLU email address. Important alerts, links to information, and updates will be posted on our home page (www.slu.edu/madrid). Warnings and safety information will also be posted under “Announcements” in the Campus News e-bulletin/Billiken News, available on-line and sent to you via email.

There may be times when we will need to reach you by telephone; we may also need to reach your family or others concerned about your well-being and safety. In order to be able to do so, please provide your Madrid address, home phone, cellphone and emergency contact information (name, number and email) to Human Resources. You should also update this information in Banner by going to the “Personal Information” section of the “Employee” tab in mySLU.

All Faculty and Staff are Campus Security Authorities (CSA’s).¹ Students may report a crime to you; thus, you must respond immediately to the student’s concern, ensure the student’s and your own safety, and report the incident to SLU-Madrid.

IF STUDENTS OR YOU NEED HELP ON CAMPUS...

Suspicious behavior or crime: Call or ask the nearest reception desk to call Maintenance at 659 020 550 or Finance & Operations (Viki – 214 or 696 105 419 / Jessica – 203) immediately. Finance & Operations staff will follow-up accordingly.

Life threatening injuries: Call 112 and provide as much information as possible about your location, the victim, and the injury. Once help is on the way, contact Student Life (Marta – 213 or the Health & Safety Emergency Line – 638 763 758) if a student is involved.

Building Addresses:
Padre Arrupe Hall – Avenida del Valle no. 34
Padre Rubio Hall – Avenida del Valle no. 28
San Ignacio Hall – Calle Amapolas no. 3

Non-life threatening injuries/illness: Call Student Life for assistance (Marta – 213 or the Health & Safety Emergency Line – 638 763 758); Student Life will assist the student in obtaining medical assistance. If the incident happens outside of business hours, advise the student to obtain medical attention through Sanitas (see number above). Report the incident by email to Student Life (studentlife-madrid@slu.edu) or by phone during business hours (91 554 58 58, ext. 213).

Theft: Call Maintenance at 659 020 550 or Finance & Operations (Viki – 214 or 696 105 419 / Jessica – 203) immediately. Finance & Operations staff will follow-up accordingly.

Violent Intruders: While unlikely in Madrid, tragedies have occurred on U.S. College campuses and elsewhere. Three points to remember:

- **RUN** away from the scene and call 112 once you are safe.
- If you are not able to exit the building; **HIDE** and call 112 and provide information as to the threat and your exact location.
- If confronted, **FIGHT BACK**.

¹As an employee of SLU-Madrid, faculty and staff are Campus Security Authorities (CSA’s), as defined by the U.S. Clery Act. If you witness a crime or if a crime is reported to you, you must report the incident to SLU-Madrid.

Fire: All SLU-Madrid Campus buildings are equipped with fire prevention systems that will activate in the event of smoke or fire. Familiarize yourself with our “[Emergency Evacuation Plan](#)” available under “Procedures and Forms / Risk Prevention” of our [Faculty/Staff page](#). In the event of undetected fire, begin evacuation and call Maintenance at 659 020 550 or Finance & Operations (Viki – 214 or 696 105 419 / Jessica – 203) immediately. Finance & Operations staff will follow-up accordingly.

MEETING POINTS IN CASE OF EMERGENCY EVACUATION

Building:

Meeting Point:

Padre Arrupe Hall (PAH)
Avenida del Valle, 34

The sidewalk in front of Avenida del Valle 28 (PRH) and Valle 32, as well as the PRH Patio

Padre Rubio Hall (PRH)
Avenida del Valle, 28

The sidewalk in front of Avenida del Valle 30 and Valle 34 (PAH), as well as the PAH Patio

San Ignacio Hall (SIH)
Calle Amapolas, 3

The sidewalks in front of Calle Amapolas 1 and Calle Amapolas 2 as well as the PRH Patio

If the fire alarm sounds or you are present when a fire breaks out, do not attempt to extinguish it. Instead, evacuate the building by the nearest exit; do not stop to gather belongings. Proceed immediately to the designated “Meeting Points in Case of Emergency.” If you have information regarding the source of the fire, call Maintenance at 659 020 550 or Finance & Operations (Viki – 214 or 696 105 419 / Jessica – 203). Do not re-enter the building until notified by Maintenance that it is safe to enter.

Fire Safety Tips

- If you hear the fire alarm, EVACUATE immediately.
- Do not use the elevator.
- Assist handicapped persons.
- If caught in heavy smoke keep low and crawl if necessary.
- If your clothing catches fire, “STOP, DROP AND ROLL” to smother the flames.
- If trapped by fire, place a wet towel or clothing at the base of the door to prevent smoke from entering. Never open a closed door without feeling it first. SHOUT and, if you can, call 112 to alert others that you are trapped. Close (without locking) as many doors and windows as possible between you and the fire.

OTHER EMERGENCIES

Counseling emergencies/suicide hotline: If a student is in danger of harming him/herself or others, call Counseling Emergency Line: 609 269 323 (24 hours) or 112.

Physical assault, rape, sexual misconduct: Advise the student to call 112 to report the incident. If the student is a victim/witness and desires complete confidentiality, advise him or her to call the Counseling Emergency Line (609 269 323) or speak to Counseling Staff on Campus (915 54 58 58, ext. 230 – counselingcenter-madrid@slu.edu). If the student is a victim/witness and needs support, medical attention, or assistance reporting the crime to the police, advise him or her to call the SLU-Madrid Health & Safety Emergency Line (638 763 758) or see Student Life staff during business hours (91 554 58 58, ext. 213).

Natural disasters/severe weather conditions: Advise students to follow instructions of national or security authorities. Check your email for information from SLU-Madrid; advise students to do the same. We will provide updates about campus closings as necessary. Also advise students to confirm their safety/location both to their families and by sending an email to SLU-Madrid at studentlife-madrid@slu.edu.

Terrorist attacks: Remain at home or in a safe place and follow instructions of national and security authorities. Check your email for information/instructions from SLU-Madrid and advise students to do the same; we will provide updates from police authorities and about campus closings as necessary. Also advise students to confirm their safety/location both to their families and by sending an email to SLU-Madrid at studentlife-madrid@slu.edu.

Please use SLU-Madrid’s 24-hour Emergency Numbers **ONLY** in cases of emergencies.