

TAI

Emergency Response

PROTOCOL



ESCUELA UNIVERSITARIA
DE ARTES @ *taiarts.com*
RECOLETOS-22 MADRID

Document versions/modifications

<i>Version number</i>	<i>Date</i>	<i>Description of the Modification</i>
01	July 2022	First version

	<i>Responsible Authority</i>
<i>Authorship</i>	Campus Manager
<i>Review</i>	Quality and Development Department
<i>Approval</i>	Student Support and Welfare Unit
<i>Scope (applies to)</i>	Faculties, Registrar's Office



TAI School of the Arts has established this protocol to provide its students, teachers, staff and possible visitors a procedure for action in the event of an accident occurring on the School's premises.

In the event of a serious incident, the procedure is to call the emergency number 112, endeavour to remain calm, and reassure the victim of the accident.

The person (teacher, staff member, student or visitor) located closest to the victim is in charge of providing assistance. This person must remain with the victim at all times and follow the indications of the health professionals.

Whenever it is necessary to alert emergency services, the following information must be clearly communicated:

- location
- type of accident
- number of persons injured
- our name and telephone number.

For minor accidents, and provided that as a result no person has lost consciousness, it is not necessary to call 112.

The basic parameters for **minor accidents** are:

- the victim is conscious
- the victim can stand up and walk without assistance
- the victim can talk with ease and is not delirious
- the victim requests not to receive medical attention.

First-aid kits available at the School can be used to treat minor injuries that in principle do not require medical attention.

The first-aid kits contain:

- alcohol
- hydrogen peroxide
- gauze
- roll plaster.

Location of first-aid kits:

- Reception/Front desk
- Registrar's Office
- Campus Manager's office
- Technical Department
- Office of the Student Support and Welfare Unit.

If there are any doubts as to the seriousness of the situation, the victim of the accident should be encouraged to receive medical attention, and the emergency services number 112 should be called, so that health professionals can indicate and direct the steps to be taken.



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Exceptionally, and only upon consultation with the Campus Manager, a taxi can be called for the student(s) having suffered an accident, to be transported to the closest medical care facility.

IMPORTANT:

Any person that needs to go to a hospital, by their own means or by ambulance, must take with them the printed declaration page of the TAI insurance policy. This page is available at the School's reception desk.

Our student medical assistance policy number is: M3 C30 0002485.

If there are any questions regarding coverage or assistance, inquiries can be made by calling the information number 699146142.

If the victim of an accident is **A WORKER (staff and/or teacher)**, that person can be taken to the closest FREMAP Medical Center, located at **Ronda de Valencia, 8** and **Calle Capitán Haya, 39.**

Hospitals and Health Centres

DESIGNATED HOSPITAL AND PRIMARY CARE (for both EU and non-EU citizens) Hospital Universitario Fundación Jiménez Díaz	Avda. de los Reyes Católicos, 2 28040 Madrid. 915 504 800
Ruber Juan Bravo Hospital	C/ Juan Bravo, 39 y 49, 28006 Madrid 910687999
Clínica Santa Elena	C/ La Granja 8, 28003 Madrid 914539400
Hospital La Luz	C/ del Maestro Ángel Llorca, 8, 28003 Madrid 914530200