




Venue Health and Safety Information

VENUE DETAILS	
Hotel:	Melia Sitges
Address:	Calle Joan Salvat Papasseit, 38
City, Council, Country:	Sitges, Barcelona, Spain
Telephone number/ Fax:	+34 93 811 0811/ +34 93 894 9097
Contact person:	Paul Anthony Litherland
Job title:	Front Desk Manager
Email:	Paul.litherland@melia.com

PUBLIC LIABILITY INSURANCE DETAILS	
Insurance Company:	AIG Europe S.A.
Commencement date:	01-04-2022
Expiry date:	31-03-2023

EMERGENCY CONTACTS	
Building emergency – Front Desk:	1710
Emergency services:	112
Police:	088 
Firefighters:	085
Ambulance:	061 / 112
Hospital San Camilo:	+34 93 896 0025



IN THE EVENT OF FIRE OR EMERGENCY

Assembly Point:

Access Hall Auditorium meeting point	Ground floor
Access Hall Tramuntana meeting point	Level -1
Access Lobby	Ground floor
Access Security gate	Level -1

Location of fire call points:

Business Center	Level -1
Hall Tramuntana	Level -1
Hall Mestral	Level -1
Hall Llevant	Level -1
Auditorium	Ground floor

Location of fire extinguishers:

Auditorium (<i>on the left, right, back to the stage and foyers</i>)	Ground floor
Convention Center meeting rooms	Level -1

IN THE EVENT OF FIRE OR EMERGENCY

Location of nearest fire exits:

Auditorium foyer 1+2+3 (on the right)	Ground floor
Auditorium foyer (on the left)	Ground floor
Auditorium Stage (back)	Level -1
4 modules of Mestral meeting rooms (back to the screen)	Level -1
5 modules of Llevant meeting rooms (back to the screen)	Level -1
Garbi (back to the screen and doors located in the room)	Level -1
Hall Mestral/ Garbi exit	Level -1
Hall Llevant exit	Level -1

IN THE EVENT OF AN ACCIDENT	
Location of nearest first aid box:	
Front Desk – 24 hours	Ground floor
Business Center	Level -1
Location of venue accident book:	
Front Desk – 24 hours	Ground floor
Location of defibrillators:	
Hall Auditorium desk	Ground floor
Front Desk (back office)	Ground floor
3 rd Floor (bedrooms)	3 rd floor

ACCESS FOR PERSONS WITH SPECIAL NEEDS	
1 ramp located in the exit of Tramuntana Hall	Level -1
1 ramp located in the Auditorium Hall	Level -1
1 ramp located in the main door	Ground floor
Lifts (access to the bedrooms and to the convention center)	Ground floor



**Hall Auditorium
entrance/exit**



**Lobby
Main entrance**

**Hall Tramuntana
entrance/exit**

**Security gate
load & unload area**

