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*Universidad
San Pablo*

Action Plan in situations of Emergency, Life-threatening Emergency or Urgent Attention on USP campuses and abroad to national students/TRP/ASP, international students/TRP/ASP, USP-CEU visitors, and USP-CEU students/TRP/ASP carrying out a mobility abroad.

Approved by the Standing Committee at its meeting on 6 April 2022.



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Preamble

Universidad San Pablo-CEU (hereinafter, USP) seeks to guarantee the maximum security and well-being of the entire university community (students, teaching and research personnel, administration, and services personnel) on its campuses, whether its members are nationals or foreigners, making its facilities safe places; it also seeks to ensure that the mobility abroad of its university community takes place with the due guarantees of security.

USP has a relevant international projection, so that there are many international students who come to our University to study every year, either as international undergraduate or graduate students or as visiting students, within the framework of an Erasmus+ convention or a bilateral agreement. In the same way, it is also the volume of students of the University who go to our partner universities, inside and outside Europe, to carry out a semester-long or annual mobility, within the framework of various academic programmes. On top of students' mobility, also mobility programmes opened to Professors and Administration and Services Personnel, either to stay in our campuses or to integrate for a certain period of time in our university or research centre outside Spain.

This is the reason why, a plan for emergency situations that may arise seems key, both in the case of national students, teaching and research personnel and international students, teaching and research personnel who are in Spain or in third-countries, which allows the University and its services to better adapt to the different scenarios that may occur during their stay in our university community or abroad, in order to avoid situations of improvisation.

Within the framework of the current regulations in force at all times, the University will prioritise personal attention to students, RTP and ASP, and the protection of their health and integrity, actively participating in the monitoring of their well-being during their stay in our community or during their mobility abroad.

This Action Plan of the USP has been applied as a programme for accompanying our students, TRP and ASP, which responds to the need to give them the best personal attention, within the framework of the educational project of the Catholic Association of Propagandists.

This Action Plan includes a set of concrete actions that will be carried out by USP personnel, in the situations described in the document and in others similar to them. This Plan pays special attention to foreign people and to foreign displaced people due to their special vulnerability in situation of emergency such as the ones previously described and who belong to the University community.

This protocol will be of application to the whole workforce. In the case of its scope with respect to the foreign community, it will be specifically limited to foreign students enrolled



at the University, foreign RTP/ASP, and students/RTP/ASP on mobility in a third country, within the framework of an agreement signed with USP.

1. Definition of the Situations of Emergency, Life-threatening Emergency and Urgent Attention and operability

An emergency situation is understood as any caused by a natural disaster, terrorist act, violent riots, pandemics, or situations of similar nature and severity, that generate a state of helplessness and serious lack of protection, with negative consequences for the safety and/or health of a person. Care in emergency situations should be as immediate and urgent as possible.

A life-threatening emergency situation is defined as any clinical condition involving a risk of death or serious functional after-effect. Urgent care is defined as any situation of serious risk to a person. Urgent or life-threatening emergency care must be immediate and cannot be postponed.

The Action Plan established in each case will include the following phases:

- a) Preliminary phase: this phase consists of assessing the situation and comparing information.
- b) Phase of urgent resolution of the emergency or alert: in this phase the University, through the channels considered most appropriate, and in coordination with the Vice-Rectorate for Internationalisation, will use the means at its disposal to provide a rapid response to the situation that has arisen.
- c) Monitoring phase of the emergency or alert: the University, through the Vice-Rectorate that can provide the most appropriate service for the event that has occurred (Vice-Rectorate for Teaching and Research, Vice-Rectorate for Students or Vice-Rectorate for Internationalisation), will adopt whatever measures are necessary with the support of the required services (University Guidance Service, Pastoral, etc.) and will monitor the situation. The Vice-Rectorates involved will maintain close collaboration and coordination. In the event that the incident involves a non-Spanish person or a person displaced abroad, the Vice-Rectorate for Internationalisation will coordinate the actions. Likewise, in the event that the situation affects TRP/ASP of CEU, the Personnel Area (Health Promotion, Safety and Welfare at Work Area) will take the appropriate actions to monitor the situation.
- d) Phase of closure of the incident in relation to the emergency or alert: the Vice-Rectorate responsible for monitoring, and in the case of incidents affecting non-nationals or displaced persons, the Vice-Rectorate for Internationalisation will draw up a report on the actions carried out until the incident is closed and completed. Likewise, in the event that the incident affects CEU TRP/ASP, the



People Area (Health Promotion, Safety and Labour Welfare Area) will close the incident opened by them, if it exists.

In all three phases, the coordinating Vice-Rectorate (or, if applicable, the Vice-Rectorate for Internationalisation) will keep the University's Governing Bodies informed of the evolution of the events, the actors involved in the resolution of the incident and its follow-up, communicating the completion of the actions, if applicable.

2. Preventive Actions

The University shall endeavour to carry out preventive actions to avoid risk situations and to speed up the management and resolution of such situations should they occur.

First.- Preventive Actions for Students

All students enrolled at USP, including international students, and visiting students, must have a health and accident insurance that covers the event of repatriation.

All students enrolled at USP who undertake a stay abroad, within the framework of an agreement signed with USP, must have health and accident insurance that includes repatriation and covers their entire period of stay in a third country.

The University will inform students from the European Union, Norway, Iceland, Liechtenstein, or Switzerland that they can apply for the European Health Insurance Card. The European Health Insurance Card (EHIC) is a personal and non-transferable document that accredits the right to receive the health benefits that are necessary, from a medical point of view, during a temporary stay in the territory of the European Economic Area or Switzerland.

Second.- Preventive measures for Teaching and Research Personnel (TRP) and Administration and Services Personnel (ASP).

All USP personnel shall be covered by health and accident insurances.

All teaching and research personnel and administration and service personnel (ASP) visiting USP must have a health and accident insurance that covers the event of repatriation during their stay at USP.

All USP teaching and research personnel and administrative personnel who spend a stay abroad, within the framework of an agreement signed with USP, must have health and



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accident insurance that includes repatriation and covers the entire period of their stay in a third country.

The University will inform researchers, RTP and ASP from the European Union, Norway, Iceland, Liechtenstein, or Switzerland that they can apply for the European Health Insurance Card. The European Health Insurance Card (EHIC) is a personal and non-transferable document that accredits the right to receive the health benefits that are necessary, from a medical point of view, during a temporary stay in the territory of the European Economic Area or Switzerland.

Third.- Diplomatic/Consular Register

USP will recommend that enrolled international students register with the Embassy or Consulate of their country in Spain.

The Vice-Rectorate for Internationalisation of USP will recommend students, teaching and research personnel and administration and services personnel, whether they are visitors at USP or abroad, to register at the Embassy or Consulate of their country in the country where they are carrying out their mobility or stay.

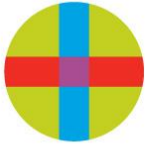
USP's Vice-rectorate for Internationalisation can provide students, teaching personnel and administration and services personnel with information on the embassies and consulates of reference in Spain and abroad, if required. See the appendix with useful information in this regard.

Fourth.- Contact details in the event of an emergency, life-threatening emergency or urgent need

USP will ask the university community for contact details in the event of an emergency. This information will be processed in accordance with current data protection regulations.

Foreign students, teaching and research personnel and administration and services personnel who spend a period of time on the USP campus may provide the University and/or the Vice-Rectorate for Internationalisation with their contact details in the event of an emergency, through the channels established for this purpose. Under no circumstances will this information be used for any other purpose than the immediate location of the contacts in the emergency situations described in this Action Plan.

The University will provide students/ASP/TRP with the University's own emergency contact details, as well as providing them with contact references to resolve emergency situations within Spain, such as the 112 telephone number (which offers a free service



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24 hours a day, 365 days a year) and the 'My112' application, which allows geolocated calls to be made. See the annex for useful information in this regard.

Fifth.- Emergency Situations on CEU campuses

In emergency situations on campus, in the first instance, the campus security personnel or the concierges will be called upon.

Likewise, in health emergencies on campus, use may be made of the medical and health care services available on campus.

USP will provide contact details and opening hours:

Moncloa Campus Medical Service.

Opening hours: Monday to Friday, from 09:00 to 18:00h.

C/ Julián Romea, 18.

Office 5. 28003 Madrid

Tel: (+34) 91 514 04 00

serviciosanitariomoncloa@ceu.es

Montepríncipe Campus Medical Service.

Opening hours: Monday to Friday, from 09:00 to 18:00h.

Urbanización Montepríncipe

School Farmacia – Building C-Ground Floor

Tel: (+34) 91 3724044 Ext:14962

serviciosanitariomontepincipe@ceu.es

See the annex to the Protocol with infographics on how to act in the event of an emergency.

Sixth.- General Emergency Situations

The CEU university community must follow the instructions of governmental and academic authorities in the event of general emergencies.

International students enrolled at USP, international visitors (students, teaching and research personnel and administration and services personnel) and USP students on mobility abroad must also observe the provisions of government and academic authorities in the event of natural disasters, acts of terrorism or emergency situations of a similar nature.



The University will act in coordination with FUSP's Area of Occupational Health, Safety and Well-being and with any other area that the authorities may agree in view of the seriousness of the situation.

Likewise, in the event of an accident involving employees, the Personnel unit will comply with the legal requirement to inform the labour authorities and carry out an investigation into the accident.

3. Measures for action in emergency situations, life-threatening emergencies, or urgent care on USP campuses: National Students/TRP/ASP; International Students and Visiting Students/TRP/ASP at USP (including Erasmus Programmes, Bilateral Programmes, Visiting Students, Study Abroad).

First.- Natural disasters, terrorist attacks or situations of similar seriousness and nature.

The University will compare the information available and verify the scope of the disaster, in order to define the actions to be taken, following in all cases the instructions of the governmental authorities.

In the event that the situation affects foreigners, USP, through the Vice-Rectorate for Internationalisation, will try to contact the University of origin of the foreign students/TRP/ASP affected to inform them of the situation and the action protocol of the national and academic governmental authorities.

In the above case, the Vice-Rectorate for Internationalisation shall keep the University's governing bodies informed of the situation and its evolution. The Vice-Rectorate for Internationalisation will try to contact (by e-mail, telephone or other available means) the foreign students and/or personnel in the area to find out their status and will pass this information on to their university of origin. The Vice-Rectorate will assess the need to contact the Embassy or Consulate in Spain of the persons affected. The University will try at all times to maintain close communication with the university of origin, with those affected and their families or emergency contacts.

The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

Second: Personal accident or emergency resulting in hospitalisation.

In the event of accident or emergency resulting in hospitalisation of USP students, teaching and research personnel or administration and services personnel, the University will try to contact the affected families or emergency contacts, if this information has



been provided to USP by those affected. Likewise, in the event of an accident involving employees, the People unit will comply with the legal requirement to inform the labour authorities and carry out an accident investigation.

In situations of accident or emergency resulting in hospitalisation of international students and visiting foreign students, teaching and research personnel or administration and services personnel, the Vice-Rectorate for Internationalisation must contact the university of origin (if any), as well as the affected families or emergency contacts, if this information has been provided to USP by those affected. The Vice-Rectorate for Internationalisation will explain the situation to the university of origin and/or the family and emergency contacts, providing them with its contact details (email or telephone number of the Vice-Rectorate) and those of the centre where the affected person is hospitalised. The Vice-Rectorate for Internationalisation will provide the family or emergency contacts with information on the protocol for travel to Spain, the conditions of the student's insurance and any other circumstances that may be necessary to deal with the situation that has arisen. The Vice-Rectorate may maintain close contact with the hospital, with the express authorisation of the family, to provide information on the patient's situation.

USP will provide the foreign family, if necessary, with personnel who speak a language in which they can communicate in order to carry out any necessary administrative formalities.

The University shall maintain close contact with the family and shall monitor the patient's condition, always in accordance with the data protection protocols of this Action Plan.

The University shall make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

Third.- Death

In the event of the death of a student, teaching and research personnel or administration and services personnel, whether Spanish or foreign, the University will contact the university of origin (if there is one in the case of foreigners) and/or the family or emergency contact provided to USP.

In case the deceased person was a foreigner or a national on mobility abroad, the Vice-Rectorate for Internationalisation will also contact the Spanish Embassy or Consulate at the destination and/or the Embassy or Consulate of the affected person's country of origin in Spain. Likewise, the Vice-Rectorate for Internationalisation will coordinate with the university of origin (if there is one) to make itself available to the family and help them with administrative or other appropriate procedures.



USP will provide all possible support to the relatives of those affected, in communication with the hospital, the insurance company and any other administrative procedures that may be necessary in relation to the affected person. The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

Fourth.- Detention, robbery with violence and other situations of risk and extreme vulnerability

In cases of detention, robbery with violence and other situations of risk and extreme vulnerability, the University (or the Vice-Rectorate for Internationalisation in the case of foreigners) will collect basic information about the person concerned (name, passport or ID card number, degree if applicable, university of origin, contact details, medical insurance with which he/she was travelling).

In the event that the situation affects a foreigner, the Vice-Rectorate for Internationalisation will maintain fluid communication, directly or indirectly, with the person concerned, if circumstances permit, by any means at its disposal. The Vice-Rectorate for Internationalisation may contact the embassy or consulate of reference of the person concerned. The Vice-Rectorate for Internationalisation will contact the home university (if any) and/or the family or emergency contacts of the person concerned, in the event that the person concerned has expressly stated his/her wish to communicate his/her personal situation.

The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

The University may decide, where appropriate, the continuity of the mobility grant or stay of the student/teacher/ASP and will inform the university of origin if necessary.

4. Measures to be taken in emergency situations, life-threatening emergency or urgent care related to people on mobility abroad: National Students/TRP/ASP; National and International Students/TRP/ASP of USP on mobility abroad (including Erasmus Programmes, Bilateral Programmes, Visiting Students, Study Abroad and International Bilingual Programmes).

First.- Natural disasters, terrorist attacks or situations of a similar seriousness and nature.



The Vice-Rectorate for Internationalisation will check the information available on the affected mobility students/TRP/ASP abroad. It will verify the scope of the disaster and will contact the host university to find out about the situation and the action protocol of the governmental and academic authorities of the country.

The Vice-Rectorate for Internationalisation will gather information from students and/or personnel in the disaster area.

The Vice-Rectorate for Internationalisation will try to contact (by e-mail, telephone, or other available means) the students and/or personnel in the area to find out their situation.

The Vice-Rectorate will assess the need to contact the corresponding embassy or consulate in the area. If there is no Spanish Embassy or Consulate in the country, the nearest Embassy or Consulate of a Member State of the European Union will be contacted.

The University will try at all times to maintain close communication with those affected and their families or emergency contacts.

The Vice-Rectorate for Internationalisation shall keep the University's governing bodies informed of the situation and its evolution.

The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

Second.- Personal accident or emergency situation resulting in hospitalisation

In situations of accident or emergency resulting in hospitalisation of students, teaching and research personnel or administration and services personnel abroad, the Vice-Rectorate for Internationalisation must contact the host university, as well as the families affected or emergency contacts, if this information has been provided to USP by those affected.

The Vice-Rectorate for Internationalisation will ask the host university for its emergency contact details and those of the centre where the affected person is hospitalised, in order to provide this information to the family members or emergency contacts of the affected person.



The Vice-Rectorate will provide the family or emergency contacts with information on the protocol for travel to the destination, the conditions of the student's insurance and any other circumstances that may be necessary to deal with the situation that has arisen.

The Vice-Rectorate may maintain close contact with the hospital, with the express authorisation of the family, to provide information on the patient's situation.

USP will ask the host university to provide the family with personnel able to communicate in a language understandable to the relatives or contacts of the affected person, or to facilitate the relevant administrative procedures in relation to the affected person. In the event that the host university does not provide this service, USP will provide the family with personnel to enable smooth communication with the family, as well as to carry out any administrative formalities that may be necessary.

The University will maintain close contact with the family and will monitor the patient's condition, always in accordance with the data protection protocols of this Action Plan.

The University shall make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

Third.- Death

In the event of the death of a student, Professor, or administration and services personnel member abroad, the Vice-Rectorate for Internationalisation will contact the host university, as well as the family or emergency contact provided to USP.

The Vice-Rectorate will also establish contact with the Spanish Embassy or Consulate at the destination.

The Vice-Rectorate for Internationalisation will coordinate with the host university to make itself available to the family and help them with any administrative or other procedures that may be necessary.

The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

USP will provide all possible support to the relatives of those affected.

Fourth.- Detention, robbery with violence and other situations of risk and extreme vulnerability



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In cases of detention, robbery with violence and other situations of risk and extreme vulnerability, the Vice-Rectorate for Internationalisation will collect basic information about the person concerned (name, passport or ID card number, degree if applicable, university of origin, contact details, medical insurance with which they were travelling). The Vice-Rectorate for Internationalisation will maintain fluid communication, directly or indirectly, with the person concerned, if circumstances permit, by any means at its disposal.

The Vice-Rectorate for Internationalisation may contact the embassy or consulate of reference of the person concerned.

The University will make available to those affected and/or their relatives the University Guidance Service, Pastoral, and any other services it deems appropriate.

The University may assess, where appropriate, the continuity of the mobility grant or stay of the student/professor/personnel member and will inform the host university if necessary.

5. Data Protection

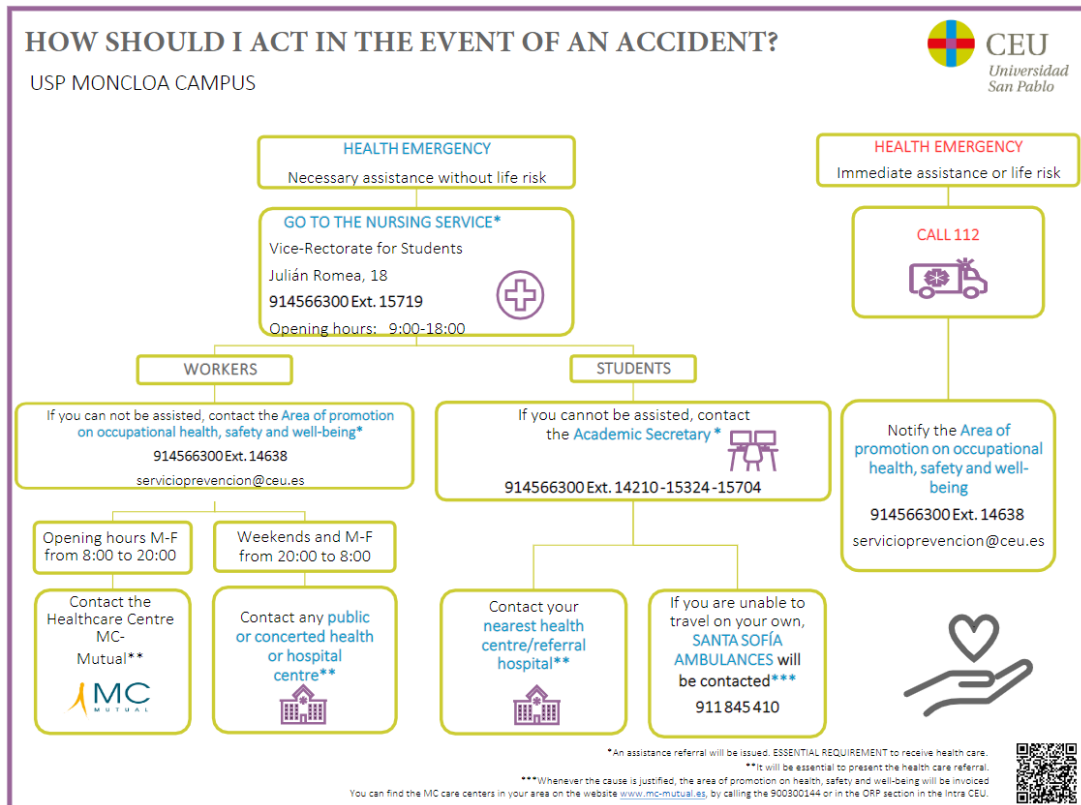
USP, being located in the European Union, is obliged to comply at all times with the provisions of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on General Data Protection (hereinafter, GDPR), as well as its respective internal regulations, in the processing of the personal data of those affected by this Action Plan, as well as those that are necessary for the management of the emergency situation and urgent care of the affected person, showing special diligence in complying with the provisions of articles 5 and 32 of the aforementioned Regulation. For any personal data that may arise, the University undertakes to comply with the obligations and rights regulated in the aforementioned regulations, as well as in other current and applicable regulations on the protection of personal data.



ANNEX – useful information

ACTION PROTOCOL IN CASE OF ACCIDENT ON CAMPUS

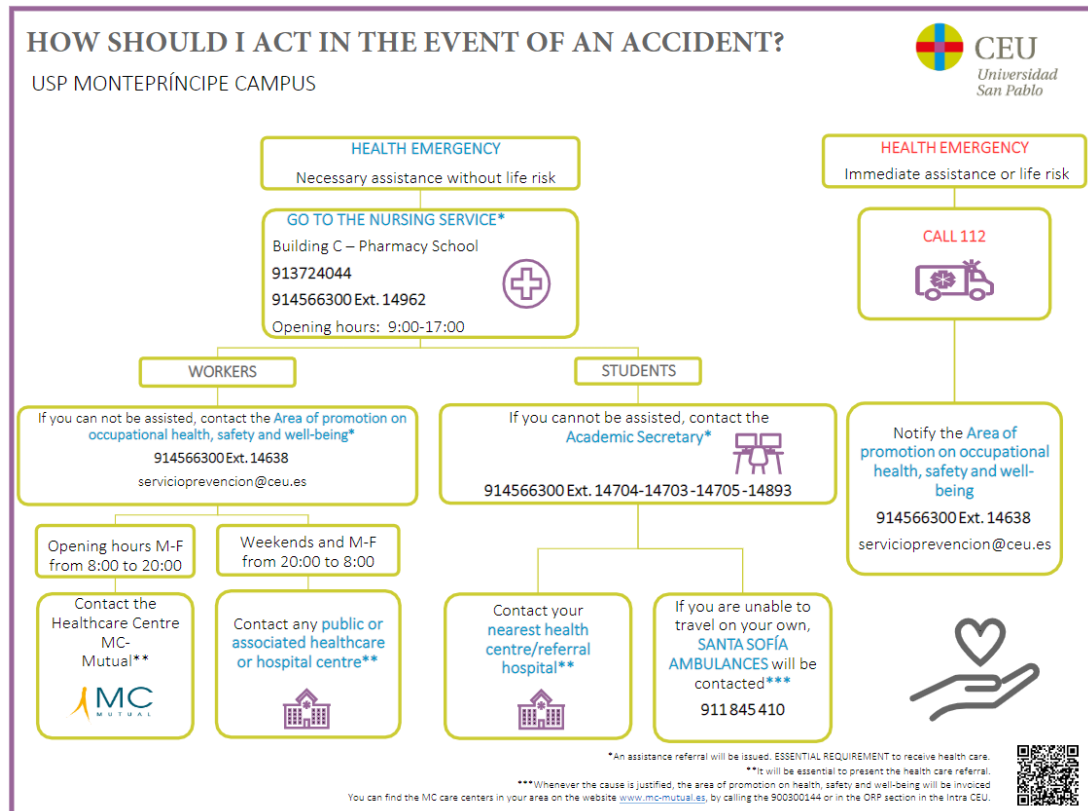
MONCLOA CAMPUS





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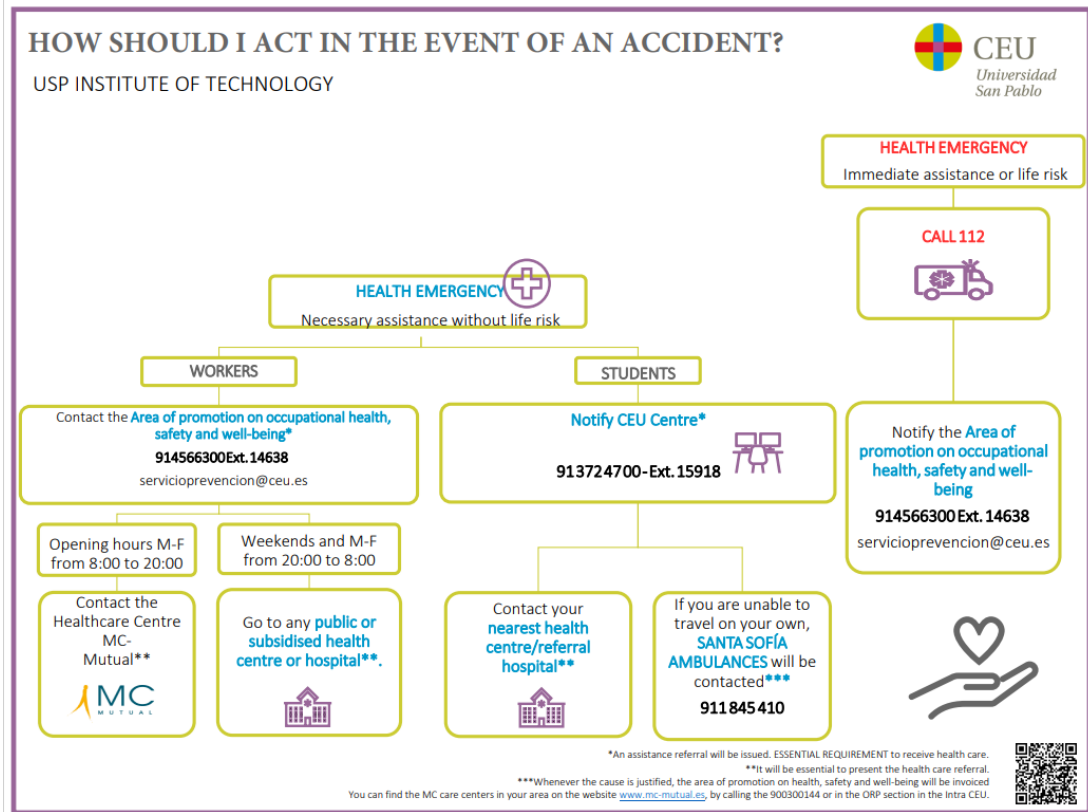
MONTEPRÍNCIPE CAMPUS





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FOREIGNERS IN SPAIN

Foreign Embassies and Consulates in Spain: [Foreign embassies and consulates in Spain | spain.info in english](http://spain.info)

EMERGENCY TELEPHONE NUMBERS

- Emergency 112 (any personal or collective risk situation): <http://www.112.es/>
- Police – 091 <http://www.policia.es/>
- Guardia Civil – 062
- Firefighters – 080 o 085
- Medical Emergencies – 061
- To report accidents, weather and traffic information – 900 123 505
- Red Cross Emergencies – 901 222 222
- Gender Violence Telephone Number – 016 – 900 116 016
- Directorate-General for Traffic – 900 123 505 <http://www.dgt.es>
- Citizen Information Telephone Number 060 <http://www.060.es/>
- Protección Civil – 1006

SPANIARDS ABROAD

- Emergency telephone number in the European Union and other countries: 112
- List of Spanish embassies and consulates abroad: [Embajadas y consulados \(exteriores.gob.es\)](http://exteriores.gob.es)
- Register of Spaniards travelling abroad: [MAUC Registro de viajeros \(exteriores.gob.es\)](http://exteriores.gob.es)
- Travel recommendations by country: [Travel recommendations \(exteriores.gob.es\)](http://exteriores.gob.es)

CONSULAR EMERGENCY TELEPHONE NUMBER IN SPAIN

If you are in Spain and you are aware of an emergency situation involving a Spanish citizen abroad:

- Consular emergency telephone number: 91 000 1249
- Consular emergency e-mail: unidaddecrisis@maec.es



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CONSULAR EMERGENCY TELEPHONE NUMBERS OUTSIDE SPAIN

The following list contains the consular emergency telephone numbers of the Spanish Embassies and Consulates abroad:

A

- **Afghanistan:** (+93) 797657074 (Embassy of Spain in Kabul)
- **Albania:** (+355) 69 207 1961 (Embassy of Spain in Albania)
- **Algeria**
 - (+213) 661 68 10 98 (Spanish Consulate General in Algiers)
 - (+213) 661 21 12 21 (Spanish Consulate General in Oran)
- **Andorra:** (+376) 361332 (Spanish Consulate General in Andorra)
- **Angola:** (+244) 912 52 17 93 (Embassy of Spain in Luanda)
- **Antigua and Barbuda:** (+1 876) 577 9719 (Embassy of Spain in Kigston - Jamaica)
- **Argentina**
 - (+54 9) (291) 15 4223 773 (Spanish Consulate General in Bahía Blanca)
 - (+54 9) (11) 40692414 (Spanish Consulate General in Buenos Aires)
 - (+54 9) 351 5497100 (Spanish Consulate General in Córdoba)
 - (+54 9) 261 6112385 (Spanish Consulate General in Mendoza)
 - (+54 9) 341 6239829 (Spanish Consulate General in Rosario)
- **Armenia:** (+7) (499) 136 39 02 (Spanish Consulate General in Moscow - Rusia)
- **Australia**
 - (+61) 418 628 275 (Spanish Consulate General in Canberra)
 - (+61) 400 234 613, (+61) 3 9347 1966 y (+61) 3 9347 1997 (Spanish Consulate General in Melbourne)
 - (+61) 412 258 989 (Spanish Consulate General in Sidney)
- **Austria:** (+43) (0) 664 120 32 96 (Embassy of Spain in Vienna)
- **Azerbaijan:** (+994) 51 910 73 78 (Embassy of Spain in Baku)

B

- **Bahamas:** (+1 876) 577 9719 (Embassy of Spain in Kinsgton - Jamaica)
- **Bahrain:** (+965) 97210578 (Embassy of Spain in Kuwait)
- **Bangladesh:** (+88) 01733954919 (Embassy of Spain in Dhaka)

- **Barbados:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España -Trinidad and Tobago)
- **Belarus:** (+7) 499 136 39 02 (Spanish Consulate General in Moscow - Rusia)
- **Belgium:** (+32) (0) 2 509 87 46 (Spanish Consulate General in Brussels)
- **Belice:** (+502) 3480 1757 (Embassy of Spain in Guatemala)
- **Benin:** (+234) 80 3360 1658 (Spanish Consulate General in Lagos - Nigeria)
- **Bhutan:** (+91) 98 10 17 41 60 (Embassy of Spain in New Delhi - India)
- **Bolivia**
 - (+591) 720 264 21 (Embassy of Spain in La Paz)
 - (+591) 763 214 21 (Spanish Consulate General in Santa Cruz de la Sierra)
- **Bosnia and Herzegovina:** (+387) 61252785 (Embassy of Spain in Sarajevo)
- **Botsuana:** (+264) (0) 81 128 0571 (Embassy of Spain in Windhoek - Namibia)
- **Brazil**



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- (+55) 61 99961 0583 (Embassy of Spain in Brasilia)
 - (+55) 51 9981 4646 (Spanish Consulate General in Porto Alegre)
 - (+55) 21 99982 3186 (Spanish Consulate General in Rio de Janeiro)
 - (+55) 71 99968 3567 (Spanish Consulate General in Salvador, Bahia)
 - (+55) 11 99643 5532 (Spanish Consulate General in Sao Paulo)
 - **Brunei:** (+60) 12 389 37 44 (Embassy of Spain in Kuala Lumpur - Malaysia)
 - **Bulgaria:** (+359) 887 62 06 54 (Embassy of Spain in Bulgaria)
 - **Burkina Faso:** (+223) 73 31 23 24 (Embassy of Spain in Bamako - Mali)
 - **Burundi:** (+255) 754 04 21 23 (Embassy of Spain in Dar-es-Salaam - Tanzania)
- C**
- **Cambodia:** (+66) (0) 818 68 75 07 (Embassy of Spain in Bangkok - Thailand)
 - **Cameroon:** (+237) 698 44 7900 (Embassy of Spain in Yaoundé)
 - **Canada**
 - (+1-613) 863-2252 (Embassy of Spain in Ottawa)
 - (+1-514) 219 2391 (Spanish Consulate General in Montreal)
 - (+1-416)725 0821 (Spanish Consulate General in Toronto)
 - **Central African Republic:** (+237) 698447900 (Embassy of Spain in Yaoundé - Cameroon)
 - **Chad:** (+237) 698447900 (Embassy of Spain in Yaoundé - Cameroon)
 - **Chile:** (+56) 9 9249 2861 (Spanish Consulate General in Santiago de Chile)
 - **China:**
 - (+86) 1391 1461 886 (Spanish Consulate General in Beijing)
 - (+86) 1391 654 7726 (Spanish Consulate General in Shanghai)
 - (+86) 133 800 46717 (Spanish Consulate General in Canton)
 - (+852) 9031 7246 (Spanish Consulate General in Hong Kong)
 - **Colombia**
 - (+57) 317 64 86 475 (Spanish Consulate General in Cartagena de Indias)
 - (+57) 316 47 33 216 (Spanish Consulate General in Bogotá)
 - **Comoras:** (+254) 733631144 (Embassy of Spain in Nairobi - Kenya)
 - **Congo-Brazzaville:** (+243) 81 95 00 289 (Embassy of Spain in Kinshasa - DR Congo)
 - **Congo (D.R.):** (+243) (0) 819 500 289 (Embassy of Spain in Kinshasa)
 - **Cook Islands:** (+64) 21 836 725 (Embassy of Spain in Wellington -New Zealand)
 - **Costa Rica:** (+506) 6050 9853 (Embassy of Spain in Costa Rica)
 - **Croatia:** (+38) 99 4848 950 (Embassy of Spain in Zagreb)
 - **Cuba:** (+53) 5 286 91 22 (Spanish Consulate General in La Habana)
 - **Cyprus:** (+357) 99581 953 (Embassy of Spain in Nicosia)
 - **Czech Republic:** (+420) 606 62 30 60 (Embassy of Spain in Prague)
- D**
- **Denmark:** (+45) 27 28 11 52 (Embassy of Spain in Denmark)
 - **Djibouti:** (+251) 911 219 403 (Embassy of Spain in Addis Ababa - Ethiopia)
 - **Dominica:** (+1 876) 577 9719 (Embassy of Spain in Kingston - Jamaica)
 - **Dominican Republic:** (+1 809) 697 30 35 (Spanish Consulate General in Santo Domingo)
- E**
- **East Timor:** (+62) 81380013988 (Embassy of Spain in Yakarta - Indonesia)
 - **Ecuador**



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- (+593) 995 62 02 91 (Spanish Consulate General in Quito)
 - (+593) 984 97 53 94 (Spanish Consulate General in Guayaquil)
- **Egypt**
- (+20) 12 2318 3783 (Embassy of Spain in El Cairo)
- **Ethiopia:** (+251) 911 219 403 (Embassy of Spain in Addis Ababa)
- **El Salvador:** (+503) 7719 7311 (Embassy of Spain in El Salvador)
- **Eritrea:** (+249) 912 36 33 77 (Embassy of Spain in Khartoum - Sudan)
- **Eslovenia:** (+386) (0) 31 327 627 (Embassy of Spain in Ljubljana)
- **Equatorial Guinea**
- (+240) 222 00 8589 (Embassy of Spain in Malabo)
 - (+240) 222 28 56 77 (Spanish Consulate General in Bata)
- **Estonia:** (+372) 502 73 57 (Embassy of Spain in Tallin)
- **Esuatini (formerly Swaziland):** (+258) 84 32 82 900 y (+258) 82 32 82 900 (Embassy of Spain in Maputo - Mozambique)
- F**
- **Finland:** (+358) 405511503 (Embassy of Spain in Finland)
- **Fiyi:** (+64) 21 83 67 25 (Embassy of Spain in Wellington - New Zealand)
- **Former Yugoslav Republic of Macedonia:** (+389) (0) 70252464 (Embassy of Spain in Skopje)
- **France**
- (+33) 674 97 16 91 (Spanish Consulate General in Bayonne)
 - (+33) 667 09 02 45 (Spanish Consulate General in Bordeaux)
 - (+33) 764 20 33 33 (Spanish Consulate General in Strasbourg)
 - (+33) 637 27 93 48 (Spanish Consulate General in Lyon)
 - (+33) 608 71 79 88 (Spanish Consulate General in Marseille)
 - (+33) 670 16 80 43 (Spanish Consulate General in Montpellier)
 - (+33) 615 93 87 01 (Spanish Consulate General in Paris)
 - (+33) 688 58 07 06 (Spanish Consulate General in Pau)
 - (+33) 607 21 63 15 (Spanish Consulate General in Perpignan)
 - (+33) 670 31 93 57 (Spanish Consulate General in Toulouse)
- G**
- **Gabon:** (+241) 04 44 46 71 (Embassy of Spain in Libreville)
- **Gambia:** (+221) 77 569 28 89 (Spanish Consulate General in Dakar - Senegal)
- **Georgia:** (+90) 533 397 69 07 (Embassy of Spain in Ankara - Turkey)
- **Germany**
- (+49) (0) 171 73 13 015 (Spanish Consulate General in Berlin)
 - (+49) (0) 175 88 31 0151 (Spanish Consulate General in Düsseldorf)
 - (+49) (0) 170 188 13 38 (Spanish Consulate General in Frankfurt)
 - (+49) (0) 160 9641 01 29 (Spanish Consulate General in Hamburg)
 - (+49) (0) 171 881 45 63 (Spanish Consulate General in Munich)
 - (+49) (0) 172 907 73 62 (Spanish Consulate General in Stuttgart)
- **Ghana:** (+233) (0) 540113582 (Embassy of Spain in Ghana)
- **Greece:** (+30) 6945704001 (Embassy of Spain in Athens)
- **Grenada:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España - Trinidad and Tobago)



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- **Guatemala:** (+502) 3480 1757 (Embassy of Spain in Guatemala)
- **Guyana:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España - Trinidad and Tobago)
- **Guinea-Bissau:** (+245) 96 600 10 10 (Embassy of Spain in Bissau)
- **Guinea:** (+224) 664 33 54 93 (Embassy of Spain in Conakry)

H

- **Haiti:** (+509) 3920 05 05 (Embajada en Puerto Príncipe)
- **Honduras:** (+504) 9440 0000 (Embassy of Spain in Honduras)
- **Hungary:** (+36) (30) 924 80 92 (Embassy of Spain in Budapest)

I

- **Iceland:** (+47) 92247979 (Embassy of Spain in Oslo – Norway)
- **India**
 - (+91) 98 10 17 41 60 (Embassy of Spain in New Delhi - India)
 - (+91) 99870 43339 (Spanish Consulate General in Mumbai)
- **Indonesia:** (+62) 8138 0013 988 (Embassy of Spain in Yakarta)
- **Iran:** (+98) 912 139 37 03 (Embassy of Spain in Tehran)
- **Iraq:** (+964) 780 109 9364 (Embassy of Spain in Baghdad)
- **Ireland:** (+353) 86 174 1318 (Embassy of Spain in Dublin)
- **Israel:** (+972) (0) 50 5772641 (Embassy of Spain in Tel Aviv)
- **Italy**
 - (+39) 335265959 (Spanish Consulate General in Milan)
 - (+39) 335201242 (Spanish Consulate General in Naples)
 - (+39) 335 333438 (Spanish Consulate General in Rome)
- **Ivory Coast:** (+225) 07 42 57 89 (Embassy of Spain in Abidjan)

J

- **Jamaica:** (+1 876) 577 9719 (Embassy of Spain in Jamaica)
- **Japan:** (+81) 80 4368 2817 (Embassy of Spain in Tokyo)
- **Jordania:** (+962) 775 555 105 (Embassy of Spain in Amman)

K

- **Kazakhstan:** (+7) 7017 115502 (Embassy of Spain in Kazakhstan)
- **Kenya:** (+254) 733631144 (Embassy of Spain in Nairobi)
- **Kiribati:** (+686) (64) 21 83 67 25 (Embassy of Spain in Wellington - New Zealand)
- **Korea:** (+82) 10 793 5706 (Embassy of Spain in Seoul)
- **Kuwait:** (+965) 97210578 (Embassy of Spain in Kuwait)
- **Kyrgyzstan:** (+7) 7017 115502 (Embassy of Spain in Kyrgyzstan)

L

- **Laos:** (+66) 818 68 7507 (Embassy of Spain in Bangkok - Thailand)
- **Latvia:** (+371) 26 399 222 (Embassy of Spain in Riga)
- **Lebanon:** (+961) 3 11 00 74 (Embassy of Spain in Beirut)
- **Lesotho:** (+27) 76114615 (Embassy of Spain in Pretoria – South Africa)
- **Liberia:** (+225) 07 42 57 89 (Embassy of Spain in Abidjan – Ivory Coast)
- **Libya:** (+218) 91 320 3904 o (+216) 29174445 (Embassy of Spain in Libya)
- **Liechtenstein:** (+41) (0) 79 276 31 25 (Spanish Consulate General in Zurich - Switzerland)
- **Lithuania:** (+370) 620 21 232 (Embassy of Spain in Lithuania)
- **Luxembourg:** (+352) 621401024 (Embassy of Spain in Luxembourg)



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M

- **Madagascar:** (+27) 76 114 6152 (Spanish Consulate General in Cape Town – South Africa)
- **Malaysia:** (+60) 12 389 37 44 (Spanish Consulate General in Malaysia)
- **Malawi:** (+263) 772 436 620 (Spanish Consulate General in Harare - Zimbabwe)
- **Maldives:** (+91) 9810174160 (Embassy of Spain in New Delhi - India)
- **Mali:** (+223) 73 31 23 24 (Embassy of Spain in Bamako)
- **Malta:** (+356) 793 491 91 (Embassy of Spain in Malta)
- **Marshall Islands:** (+63) 91 782 66 046 (Spanish Consulate General in Manila – Philippines)
- **Mauritius:** (+27) 76 114 6152 (Spanish Consulate General in Cape Town – South Africa)
- **Mauritania:** (+222) 4683 3662 (Embassy of Spain in Nouakchott)
- **Mexico**
 - (+521) 55 42 46 81 36 (Spanish Consulate General in Mexico City)
 - (+521) 33 31 16 42 72 (Spanish Consulate General in Guadalajara)
 - (+521) 81 12 66 53 64 (Spanish Consulate General in Monterrey)
- **Micronesia:** (+63) 91 782 66 046 (Spanish Consulate General in Manila – Philippines)
- **Moldova:** (+40) 745 102 780 (Embassy of Spain in Bucharest - Romania)
- **Monaco:** (+33) 608717988 (Spanish Consulate General in Marseille - France)
- **Mongolia:** (+86) 1391 1461 886 (Spanish Consulate General in Beijing - China)
- **Montenegro:** (+381) 63 285 082 (Embassy of Spain in Belgrade -Serbia)
- **Morocco:**
 - (+212) 661 080 470 (Spanish Consulate General in Agadir)
 - (+212) 660 488 848 (Spanish Consulate General in Casablanca)
 - (+212) 661 764 005 (Spanish Consulate General in Nador)
 - (+212) 660 915 647 (Spanish Consulate General in Rabat)
 - (+212) 661 202 135 (Spanish Consulate General in Tanger)
 - (+212) 6 61705 430 (Spanish Consulate General in Tetouan)
- **Mozambique:** (+258) 84 32 82 900 y (+258) 82 32 82 900 (Embassy of Spain in Maputo)
- **Myanmar:** (+66) (0) 818687507 (Embassy of Spain in Bangkok - Thailand)

N

- **Namibia:** (+264) (0) 81 128 0571 (Embassy of Spain in Windhoek)
- **Nauru:** (+61) 412 258 989 (Spanish Consulate General in Sidney - Australia)
- **Nepal:** (+91) 98 10 17 41 60 (Embassy of Spain in New Delhi - India)
- **Netherlands:** (+31) 652665078 (Spanish Consulate General in Amsterdam)
- **New Zealand:** (+64) 21 836 725 (Embassy of Spain in Wellington)
- **Nicaragua:** (+ 505) 8889 5623 (Embassy of Spain in Managua)
- **Niger:** (+227) 96 83 83 94 (Embassy of Spain in Niamey)
- **Nigeria:** (+234) 80 3360 1658 (Spanish Consulate General in Lagos)
- **North Korea:** (+82) 10 793 5706 (Embassy of Spain in Seoul - Korea)
- **Norway:** (+47) 92247979 (Embassy of Spain in Oslo)

O

- **Oman:** (+968) 99 47 33 70 (Embassy of Spain in Oman)

P

- **Pakistan:** (+92) 300 850 16 33 (Embassy of Spain in Pakistan)
- **Palau:**(+63) 917 8266046 (Spanish Consulate General in Manila - Philippines)



- **Palestine:** (+972) 599 27 65 38 (Spanish Consulate General in Jerusalem)
 - **Panama:** (+507) 64300642 (Embassy of Spain in Panama)
 - **Papua-New Guinea:** (+61) 412 258 989 (Spanish Consulate General in Sydney - Australia)
 - **Paraguay:** (+595) 971 174 170 (Embassy of Spain in Asunción)
 - **Peru:** (+51) (1) 995 655 898 (Spanish Consulate General in Lima)
 - **Philippines:** (+63) 917 826 6046 (Spanish Consulate General in Manila - Philippines)
 - **Poland:** (+48) 605 67 31 25 (Embassy of Spain in Varsovia)
 - **Portugal**
 - (+351) 91 726 74 02 (Spanish Consulate General in Lisboa)
 - (+351) 965 386 547 (Spanish Consulate General in Port)
 - **Puerto Rico:** (+1) 787 247 91 21 (Spanish Consulate General in San Juan de Puerto Rico)
- Q**
- **Qatar:** (+974) 55862411 (Embassy of Spain in Doha)
- R**
- **Romania:** (+40) 745 102 780 (Embassy of Spain in Bucarest)
 - **Rusia**
 - (+7) 903 136 39 02 (Spanish Consulate General in Moscow)
 - (+7) 921 551 30 86 (Spanish Consulate General in St. Peterburg)
 - **Rwanda:** (+255) 754 042 123 (Embassy of Spain in Dar Es Salaam - Tanzania)
- S**
- **Samoa:** (+64) 421 836 725 (Embassy of Spain in Wellington - New Zealand)
 - **Saint Kitts and Nevis:** (+1 876) 577 9719 (Embassy of Spain in Kingston - Jamaica)
 - **Saint Lucia:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España - Trinidad and Tobago)
 - **Saint Vincent and the Grenadines:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España - Trinidad y Tobago)
 - **Salomon Islands**
 - (+61) 418 628 275 (Embassy of Spain in Canberra)
 - (+61) 412 258 989 (Spanish Consulate General in Sidney)
 - **San Marino:** (+39) 335 333438 (Spanish Consulate General in Rome - Italy)
 - **São Tomé and Príncipe:** (+241) 04 44 46 71 (Embassy of Spain in Libreville - Gabon)
 - **Saudi Arabia:** (+966) 550 541 144 (Embassy of Spain in Riad)
 - **Senegal:** (+221) 77 569 28 89 (Spanish Consulate General in Dakar)
 - **Serbia:** (+381) 63 285 082 (Embassy of Spain in Serbia)
 - **Seychelles:** (+251) 911 219 403 (Embassy of Spain in Addis Ababa - Ethiopia)
 - **Sierra Leone:** (+225) 07 42 57 89 (Embassy of Spain in Abidjan – Ivory Coast)
 - **Singapore:** (+65) 9787 0732 (Embassy of Spain in Singapore)
 - **Slovakia:** (+421) 903 773 707 (Embassy of Spain in Bratislava)
 - **Somalia:** (+254) 733631144 (Embassy of Spain in Nairobi - Kenya)
 - **South Africa:**
 - (+27) 76 114 61 51 (Embassy of Spain in Pretoria)
 - (+27) 761146152 (Spanish Consulate General in Cape Town)
 - **South Sudan:** (+249) 912 36 33 77 (Embassy of Spain in Khartoum - Sudan)
 - **Sri Lanka:** (+91) 98 10 17 41 60 (Embassy of Spain in New Delhi - India)
 - **Sudan:** (+249) 912 36 33 77 (Embassy of Spain in Khartoum)



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- **Suriname:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España - Trinidad and Tobago)
- **Sweden:** (+46) 70 304 2322 (Embassy of Spain in Stockholm)
- **Switzerland:**
 - (+41) (0) 79 755 75 24 (Spanish Consulate General in Berne)
 - (+41) (0) 79 303 80 50 (Spanish Consulate General in Geneva)
 - (+41) (0) 79 27631 25 (Spanish Consulate General in Zurich)
- **Syria:** (+961) 3 11 00 74 (Embassy of Spain in Beirut - Lebanon)

T

- **Taiwan:** (+63) 917 782 66046 (Spanish Consulate General in Manila - Philippines)
- **Tajikistan:** (+7) 7017 115502 (Embassy of Spain in Kazakhstan)
- **Tanzania:** (+255) 754 04 21 23 (Embassy of Spain in Dar-es-Salaam)
- **Thailand:** (+66) 818 68 7507 (Embassy of Spain in Bangkok)
- **Togo:** (+233) 540 11 35 82 (Embassy of Spain in Accra - Ghana)
- **Tonga:** (+64) 421 836 725 (Embassy of Spain in Wellington - New Zealand)
- **Trinidad and Tobago:** (+1 868) 780 26 79 (Embassy of Spain in Puerto España)
- **Tunisia:** (+216) 98 346 803 (Embassy of Spain in Tunisia)
- **Turkey**
 - (+90) 533 397 69 07 (Embassy of Spain in Ankara)
 - (+90) 532 547 49 43 (Spanish Consulate General in Istanbul)
- **Turkmenistan:** (+7) 903 136 39 02 (Spanish Consulate General in Moscow - Rusia)
- **Tuvalu:** (+61) 418 628 275 (Embassy of Spain in Canberra - Australia)

U

- **Uganda:** (+254) 733631144 (Embassy of Spain in Nairobi - Kenya)
- **Ukraine:** (+38) 050 353 89 77 (Embassy of Spain in Ukraine)
- **United Arab Emirates:** (+971) (0) 50 612 0260 (Embassy of Spain in Abu Dhabi)
- **United Kingdom**
 - (+44) 7712764151 (Spanish Consulate General in London)
 - (+44) 7801371704 (Spanish Consulate General in Edinburgh)
 - (+44) 7904319301 (Spanish Consulate General in Manchester)
- **United States of America**
 - (+1) (617) 283 95 39 (Consulado General de España en Boston)
 - (+1) (312) 493 01 97 (Consulado General de España en Chicago)
 - (+1) (713) 962 62 84 (Consulado General de España en Houston)
 - (+1) (323) 445 04 84 (Consulado General de España en Los Angeles)
 - (+1) (305) 790 18 51 (Consulado General de España en Miami)
 - (+1) (917) 273 76 01 (Consulado General de España en New York)
 - (+1) (415) 846 81 24 (Consulado General de España en San Francisco)
 - (+1) (202) 352 22 99 (Consulado General de España en Washington)
- **Uruguay:** (+598) 94526613 (Embassy of Spain in Montevideo)
- **Uzbekistan:** (+7) 903 136 39 02 (Spanish Consulate General in Moscow - Rusia)

V

- **Vanuatu**
 - (+61) 418 628 275 (Embassy of Spain in Canberra)
 - (+61) 412 258 989 (Spanish Consulate General in Sydney)



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- **Venezuela:** (+58) 424 2090264 (Spanish Consulate General in Caracas)
- **Vietnam:** (+84) 9 363 331 30 (Embassy of Spain in Hanoi)

Y

- **Yemen:** (+967) 712 200 003 (Embassy of Spain in Sana'a)

Z

- **Zambia:** (+263) 772 436 620 (Embassy of Spain in Harare - Zimbabwe)
- **Zimbabwe:** (+263) 772 436 620 (Embassy of Spain in Harare)