

Nombre/Title:	Respuesta a Emergencia/Emergency Response	Nivel/Level:	IV
Procedimiento/Procedure:	HRC_IV_05_101 Respuesta a Emergencia CP	Referencia/Reference:	OHSAS 18001: 4.3.2
Fecha de elaboración/Issue date:	Julio 1, 2015	Página(s)/Page(s):	1 de 5
Revisión/Revision:	1	Director de Seguridad/Safety Director:	Nancy Levenson
Elaborado por/Issued by:	Sandra Romero	Gerente de Seguridad/Safety Manager:	John Vierra

1. Scope:

All Gemini Observatory employees and temporary staff in Cerro Pachón.

2. Purpose:

To provide the appropriate tools to act in case of an emergency.

3. Politics:

Knowing how to act facing an event in order to reduce the risks that arise at the time of an emergency and can respond appropriately and provide the necessary calm to the people involved.

4. Definitions:

ACHS: Asociación Chilena de Seguridad (Chilean Safety Association)

Evacuation: Is the action to vacate a place in order and in a planned way.

In which can include protection of property and vital documents for the organization.

CP: Cerro Pachón (Pachon Hill)

SOS: Especialista en Operaciones Científicas (Scientific Operations Specialist)

TTM: Gerente técnico del Telescopio (Technical Manager of the Telescope)

CQ: Coordinador de Plan de Observación (Plan Coordinator of Observatory)

5. Procedure/Responsibilities:

- Evacuation Leader: is responsible to sound the alarm out loud.
- SOS, TTM, CQ: Depending of who is on shift, that person will be responsible for implementing the emergency procedures.

6. Procedure:

6.1 Evacuation procedure

- 6.1.1 Keep calm at all times. Do not run, do not scream, do not push.
- 6.1.2 Go for escape routes to the nearest emergency exit.
- 6.1.3 Follow the instructions of the evacuation leader.
- 6.1.4 If you are located on the fourth floor, do not use the elevator, use the stairs.
- 6.1.5 When you reach the safety zone remain in place until you receive the signal "All right" issued by the evacuation leader.
- 6.1.6 Turn off and unplug electrical equipment, disconnect power fuses, shut gas and water valves.

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6.2 Emergency Evacuation Procedures

- 6.2.1 You should know that the evacuation leader for this emergency is the Operations Manager of NOAO-S (Oscar Nuñez) and in his absence will be the Site Manager of Cerro Tololo.
- 6.2.2 You must know the types of alert:
- Red Alert: It means that you cannot under any circumstances climb the hill.
 - Yellow Alert: You must wait for the announcement of the Site Manager of NOAO-S
 - Green Alert: It means that you can climb without problems, but with caution.
 - In case you are on the hill notify by radio or telephone.
 - Wait for the instructions of the Hill Manager of NOAO-S.
 - If authorized the descent of the hill, you should put chains on the wheels of the vehicle with which will descend.

6.3 Medical Emergency Procedure

- 6.3.1 Remember at all times to carry a walkie-talkie.
- 6.3.2 In case of an accident:
- Report to your direct supervisor.
 - Go to the primary care clinic, room 7.anexo 051-2205577 AURA Hotel .
 - If you are unable to give notice, whoever is keeping you company should call by radio to the on call paramedics / external radio, providing the following information:
 - Name
 - Location
 - Condition of person
 - In case of radio communication failure, the Site Manager will be notified so he communicates over the phone with the paramedics.
 - While waiting for medical help, do not leave the injured. If you have been trained in first aid check vital signs of the victim, and if conscious do not let him see the wounds.
 - Keep him awake, speak to him calmly.
 - If there are people around, ask them to leave.

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6.3.3 Primary Care:

- Once the paramedics arrive at the scene, they will assist you in everything you ask as first attention.
- If possible you will be assisted in the same place and if not possible, they will transfer you to the primary care clinic.
- The paramedics will decide if the assistance of Tololo nurses is required or not.
- To perform this relocation, the Site Manager will assign an ambulance driver for such relocation.

6.3.4 Primary Care Room:

- The paramedic is who decides whether or not this person has to be referred to a medical center.
- The decision that he takes. It is beyond dispute.

Special Considerations

1. In the night shift if SOS and informed of a situation by their colleagues or yourself who have symptoms such as fever, fainting, vomiting. You must:
 - Immediately call a paramedic, regardless of time.
 - The TTM y el CQ must be informed of this situation.
 - If the SOS is the one affected, whoever assists him should call the TTM to close the telescope.
 - Communication with paramedics is by external radio, channel 1.
 - If it fails, contact by phone at 9205577.
 - Try to give the message slowly and precisely. If you speak English repeat this phrase: URGENT! X COME IMMEDIATELY TO FLOOR X OF GEMINI.
 - The kits contain supplies for primary care. It is not permitted to supply medicines of general use. This is at the discretion of the paramedic.

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Emergency Telephone numbers GEMINI Personnel

PERSONNEL	LA SERENA	CEL PHONE
John Michael Plaza	051 - 2205685	7389-9403
Diego Maltés	051 – 2205751/702	98748083
Recepción SBF	051 - 2205600	
John Vierra	808 974-2624	808 640-4371
Mario González (AURA)	051- 205440 / 372	78782511
Sandra Romero	051- 2205794 / 744	97113608
Mariela Silva (NOAO-S)	051 – 2205382 / 435	64646119
Paramedic	051 - 2205577	Pachón

Emergency Telephone numbers External Organizations

ORGANIZATION	TELEPHONE
Hospital La Serena	051 - 2333424 / Emergency 600 360 7777
Asociación chilena de seguridad (ACHS) La Serena (Safety Association)	051 – 2224432 / Ambulance 1404
Carabineros (Police dep)	133
Bomberos La Serena (Fire dep)	051 – 2225592 / 051-2212793
Policía de Investigaciones La Serena (Investigation dep)	051 – 2411897 / Immigration Department 051-2671146

6.4 Emergency Procedure in case of a fire

- 6.4.1 Observe the emergency situation.
- 6.4.2 If the fire is small, use the nearest fire extinguisher. Only if you were trained to do so.
- 6.4.3 If the alarm has not been activated, press the nearest fire alarm.
- 6.4.4 Go for escape routes to the nearest emergency exit.
- 6.4.5 Do not use the elevator, use the stairs.
- 6.4.6 Identify the emergency exit on each floor signs that indicates where you are located "You are Here".
- 6.4.7 Upon reaching the security zone, wait for the signal "All Good" issued by the designated evacuation leader / Site Manager / Scientific Operations Specialist.

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Special Considerations

1. Detect the smoke, smell, look and touch before opening doors.
2. Close all doors behind you.
3. If you detect smoke, advance at floor level.
4. If the escape route is not expedited or unsafe, remain calm and seek an alternative route.
5. If time and the risk assessment allows, remove from neighboring areas high cost equipment and important documents.
6. Isolate and delimit the area to prevent the spread to other buildings.

Use of extinguisher scheme

- Break the safe / pull or traction.
- Aim the nozzle at the base of the fire.
- Pull the trigger and make slow fan movements directing the product toward the base of the fire, covering the entire area.

6.5 Procedure in case of an Earthquake

- 6.5.1 Evacuate all staff
- 6.5.2 If you are capable, control the additional risks by cutting the supply of gas and electricity.
- 6.5.3 If you cannot leave the place protect your head with your arms and hands.
- 6.5.4 Minimize your body mass exposed to impact by adopting the fetal position.
- 6.5.5 Place yourself in areas with strong beams.
- 6.5.6 Do not stand under the lintels of doors or furniture, the wall can give in and you will be trapped or crushed by this structure.
- 6.5.7 Do not use stairs to evacuate if the quake still in process. The stairs move and shift independently of the movement the building may acquire.

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