

Nombre/Title:	Respuesta a Emergencia/Emergency Response	Nivel/Level:	IV
Procedimiento/Procedure:	HRC_IV_05_101Respuesta a Emergencia SBF	Referencia/Reference OHSAS 18001:	4.3.2
Fecha de elaboración/Issue date:	Julio 1, 2015	Página(s)/Page(s):	1 de 4
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 SBF facilities.

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. **Definiciones:**

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.

SBF: Serena Base Facility. Instalaciones en base La Serena.

5. **Procedure/Responsibilities:**

- Evacuation Leader: is responsible to sound the alarm out loud.

6. **Procedure:**

6.1 Evacuation procedure

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

6.2 Medical Emergency Procedure

- 6.2.1 In this case, the affected person or whoever is keeping company (in case of being incapable) should notify by phone to the SBF 600 Reception or the guard 051 -2205282 providing the following information:

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- Name
- Location
- Condition of person

Monday to Friday office hours: Reception will establish the necessary communications and will report the fact verbally to the direct supervisor and / or safety coordinator.

Monday to Friday outside office hours, saturdays and sundays: the guard of the facility will establish communications with health centers available at the time of the accident and will report.

- 6.2.2 While you wait, 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.
- 6.2.3 Keep him awake, speak to him calmly.
- 6.2.4 If there are people around, ask them to leave.
- 6.2.5 Do not move him unless there is a risk situation.
- 6.2.6 Once medical help arrives to the site, you must provide all possible information concerning the emergency.

Special Considerations

Emergency Telephone numbers GEMINI personnel

PERSONNEL	LA SERENA	CEL PHONE
John Michael Plaza	051 - 2205685	7389-9403
Diego Maltés	051 - 2205751	98748083
Recepción SBF	051 - 2205600	
John Vierra	808 974-2624	808 640-4371
Mario González (AURA)	051- 2205372	78782511
Sandra Romero	051 - 2205794	97113608
Mariela Silva (NOAO - S)	051 - 2205382	64646119

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**Emergency
telephone
numbers
External
Organizations**

ORGANIZATION	TELEPHONE
Hospital La Serena	051 - 2333424 / 600 360 7777
Asociación chilena de seguridad (ACHS) La Serena (Safety dep)	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

6.3 Emergency procedure in case of fire

- 6.3.1 Observe the emergency situation.
- 6.3.2 If the fire is small, use the nearest fire extinguisher. Only if it was trained to do so.
- 6.3.3 If the alarm has not been activated, press the nearest fire alarm.
- 6.3.4 Go by the routes of escape to the nearest emergency exit.
- 6.3.5 Do not use the elevator use the stairs and identify the emergency exit signs on each floor indicating your location "You are Here".
- 6.3.5 When you reach the safety zone wait for the signal "All Good" issued by the designated evacuation leader.

Consideraciones Especiales

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.
7. Gemini offices have hinged windows in case that the established routes are unusable.

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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.

6.4 Procedure in case of Earthquake

6.4.1 Evacuate all staff

6.4.2 If you are capable, control the additional risks by cutting the supply of gas and electricity.

6.4.3 If you cannot leave the place protect your head with your arms and hands.

6.4.4 Minimize your body mass exposed to impact by adopting the fetal position.

6.4.5 Place yourself in areas with strong beams.

6.4.6 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.

6.4.7 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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