

Gemini SBF Emergency Plan

FIRE EMERGENCY

On hearing a fire alarm in the SBF, evacuate the building by the closest, safest exit. Leave your office immediately and, if there is no one behind you, close the doors behind you (not locked). Staff from the building should congregate in the evacuation zone in the parking lot behind the building. If you leave by the main entrance, please move around quickly to the evacuation zone at the back of the building.



On hearing a fire alarm at the SBF, staff who have been designated as Fire Wardens Will quickly check the building to see if there are people in the offices or other areas inside the building. If they find people inside, they will issue instructions to leave by the closest, safe exit. Their instructions should be abided by immediately. The Fire Wardens are responsible for informing the Incident Commander of the situation inside the building, once they have gathered in the evacuation zone.

If there is smoke in the corridors, evacuate crouched down to avoid breathing toxic fumes. The majority of the offices on the first floor have Windows that open that can be used in cases of emergency, if necessary. Never use the elevator if there's a fire.

The emergency fire alarm will sound automatically inside and outside the building (an external alarm is located outside the main entrance), following a:

- A manual activation of the fire alarm at one of the alarm points
- A manual activation of the alarm at its central terminal
- The automatic activation of any of the 3 independent systems of fire alarms (SBF, Control Room, Computer Room)

The activation of fire alarms doesn't just trigger the visual and audible alarms referred to, but they also generate recorded messages being sent telephonically to various staff, in the order indicated below:

Call Order	Name	Number
1	AURA Security	205 282
2	Pete McEvoy (mobile)	09 – 128 6375
3	Helena Vincke (mobile)	08 – 929 9955
4	Diego Maltes (mobile)	09 – 874 8083
5	Paul Collins (mobile)	09 – 887 7167

AURA Security has been given instructions as to who to call in the case of receiving a fire alarm message from Gemini.

If you detect fire, but the fire alarm has not sounded, activate the fire alarm point closest to you, which are located in each exit door and at the top of each stairwell. Pull the red lever down.

If you detect fire, but the fire alarm has not sounded – even after you have pulled the red lever down – call 9-205 282 (Recinto Security) and tell them there is a fire at the SBF, then leave the building telling your colleagues that there is a fire and that the alarm is not working.

Calling the above number will activate the Recinto's fire alarm. Provide the following information to AURA Security and they will call the Fire Service (132) and the AURA Fire Rescue Team (the latter will respond immediately to the alarm raised on the Recinto between 0830 and 1730 hours).

Your name: -----

Your base: "Edificio Gemini SBF"

The location of the fire: Specify where the fire is (e.g. "Cocina, segundo piso," "Laboratorio principal, primer piso.")

Number to which to return calls: 205 600 (Gemini Reception, portable phone)

Close all the doors, without locking them, if there is no one behind you.

Do not put yourself at risk trying to put out a large or difficult fire. If you are trained and the fire is small, use your training to put out the fire; only if it is safe to do so. There are extinguishers distributed throughout the corridors.

Under no circumstances should you try to perform a rescue. If a rescue is necessary, inform the Incident Commander. Only those that are properly trained and have the necessary equipment should undertake a rescue.

Even if you suspect a false alarm or you are engaged in a practice drill, you must wait in the evacuation zone until an "All Clear" message has been given by the Incident Commander.

EARTHQUAKE EMERGENCY

Chile is a seismic country. The biggest ever earthquake occurred in Chile in 1960 and had such a devastating force that it formed lakes, caused severe landslides, changed the course of rivers and caused a tsunami that reached Hawaii, the Philippines and Japan.

Fortunately, the SBF has been built to resist significant earthquakes. Many small tremors may pass unnoticed and you'll continue doing your work normally. However, you should be cautious and heed the following procedures in the case of a tremor that increases in intensity and/or prolongs its duration, transforming itself into a severe earthquake.

Keep calm.

If you're inside the building:

1. Don't run to leave
2. If there's a chance, turn off your electrical equipment.
3. Stand in a corner or under or beside a firm piece of furniture, like a desk or table, taking the precaution to protect your head and neck with your hands. Avoid dangerous areas, like close to windows or mirrors (where broken glass might reach you)., by tall bookshelves or high furniture. Remember the "triangle of life;" using spaces next to big, robust pieces of furniture. When walls fall they often form an angle with a space beside such firm objects, where you'd have a chance to avoid being reached directly by the collapse of structures.

Once there's a safe opportunity, evacuate the building by the closest, safe exit. The building's staff should congregate in the evacuation zone in the car park at the back of the building. If you leave by the main entrance, walking to this same evacuation zone, always keeping away from the building.

Never use the elevator in the case of a tremor or earthquake.

If you're in the open air:

Keep a prudent distance of various meters from the buildings, trees and telephone and electric cables and report to the evacuation zone.

Basic checks after an earthquake:

1. People will check if anyone has been left in the building.
2. There will be a check of anyone who's wounded and first aid will be administered as soon as possible.
3. Checks will be made for escaping gas, water, sewerage, fallen electric cables and short-circuits. Basic building services will be interrupted as a preventative measure and precautions will be taken in anticipation of more seismic activity (e.g. windows, cracks, spilled liquids and areas affected by the earthquake.
4. Listen to the news. A battery powered radio is located in the Administration office (office 107, close to Reception) and can be used to find out about the impact of the earthquake and to hear instructions from the government authorities in charge of disaster response.
5. Staff are requested to restrict the use of phones, save in case of imperative need (e.g. to make contact with immediate family) until the situation is more stable, in order not to exacerbate line congestion.

In case of emergency, the following people should be called:

Name	Office Phone	Mobile *	Home Phone
Pete McEvoy	205 602	09-128 6375	245 859
Helena Vincke	205 627	08-929 9955	480 569
Paul Collins	205 712	09-887 7167	294 237
Diego Maltés	205 620	09-874 8083	290 892

*Mark 9 first for calls from the SBF to outside lines.

MEDICAL EMERGENCY

1. Dial **9-205 282**, AURA Recinto Security, immediately and let them know that there is a medical emergency, giving a description of what's happened. AURA Security will call the Ambulance service (131) and/or the Mutual de Seguridad (225002 or 09-343 1414). You should provide Security with the following information:

Your name: -----

Your base: "Edificio Gemini SBF"

The location of the medical emergency: Specify where the affected person is (e.g. "Cocina, segundo piso," "Laboratorio principal, primer piso.")

Number to which to return calls: 205 600 (Gemini Reception, portable phone)

2. Provide first aid, if you are trained, or find another person who has been trained to give first aid, until specialized help arrives (first aid supplies are available in the kitchens). Use rubber gloves to avoid contact with liquids.

NOTES ABOUT CASA 8 & CASA VERDE

Fire – Staff should congregate in their building's evacuation zone and inform about the fire: AURA Recinto Security (9-205 282) and to the Administration & Facilities Manager, Pete McEvoy (09-128 6375) or any of the person mentioned on the above table.

Earthquake – Follow the above instructions and, once there is a safe opportunity, congregate in the evacuation zone of your building.

Medical – Follow the above instructions.