

BASIC MANUAL FOR EMERGENCIES



PONTIFICIA
UNIVERSIDAD
CATÓLICA
DE CHILE

Risk Prevention Department
Telephone (02) 2354 2103 - dpr@uc.cl



PONTIFICIA UNIVERSIDAD CATÓLICA DE CHILE

Vice Presidency for Management and
Economic Affairs
Risk Prevention Department

BASIC MANUAL FOR EMERGENCIES

TABLE OF CONTENTS

	Page
Introduction.....	3
Objectives	
General Objective	3
Specific Objectives	3
Scope.....	3
Responsibilities.....	3
Definitions.....	4
Procedures in the event of undesired events	
I. Procedure in the event of occupational accident &/or professional illness.....	6
II. Procedure in the event of serious/fatal accident (Circular Letter No. 2345)	9
Procedure in the event of emergencies	
I. Procedure in the event of fire.....	11
II. Procedure in the event of an earthquake.....	12
III. Procedure in the event of a gas leak.....	13
IV. Procedure in the event of a chemical spill	14
V. Procedure in the event of a volcanic eruption	15
VI. Procedure in the event of a bomb threat	16
VII. Evacuation Procedures.....	18
Maps of Meeting Points in the Event of Evacuation.....	19
Appendix	
Emergency Telephones	24

INTRODUCTION

While technological advances can effectively predict some events and identify areas that may be affected or keep them under supervision to obtain an acceptable diagnosis of potential activities that may lead to an emergency, it is not possible to prevent emergencies from happening and affecting the university community and its environment. Therefore, the Department of Risk Prevention, together with the pertinent Administrative Office at each Faculty, and the Administrative Office at each Campus are responsible for providing timely information to take actions and measures to control risks, so as to avoid or mitigate the destructive impact of emergencies on the life and property of the University community.

The vulnerability of the university community in the aftermath of emergencies, regardless of their nature, make it urgent to search for and define strategies to mitigate the human and material damage cause by such situations, given that they have a big impact on the University's management and support processes.

The Basic Emergency Manual is the main tool to respond in a timely, adequate and coordinated manner to any unwelcome event, caused by destructive natural forces or originated by humans. Nevertheless, the combined efforts of the entire university community are crucial in these circumstances so as to reply promptly to the crisis in a framework of safety.

OBJECTIVES

General Objective

This manual is intended to provide systematic, clear and precise instructions and procedures to protect the physical integrity of the university community, its property and milieu, in the event of an emergency that disrupts the normal operation of the University.

Specific Objectives

- Reduce risks to a minimum in the event of different emergencies (through preventive action)
- Protect the lives of people who are part of the university community, and also that of visitors and contractors and their personnel who are on the University's premises.
- Organize personnel so that they may respond in a timely manner in the event of an emergency.

SCOPE

The procedures apply to all the University's Campuses, Faculties and Units and also to all contractors and subcontractors who provide services to the University.

RESPONSIBILITIES

The Administrative Subdirector of each Faculty, the Campus Administrator or the Head of Unit shall be responsible for initiating each of the procedures described below:

The Campus Administrator (or the person replacing him/her) shall be responsible for coordinating and managing the entry of external emergency teams, clearing the affected areas, providing technical support to units and coordinating the transfer of injured people.

DEFINITIONS

1. **Emergency:**
An unexpected or unwanted situation which endangers the facilities and the physical integrity of the people in the area.
2. **Evacuation:**
An action that involves vacating a room or building where a fire or any other type of emergency has been declared (i.e. gas leak, bomb threat, etc.).
3. **Evacuation Route:**
A clear, easy and secure path from any point in the facility, leading to safety.
4. **Meeting Point:**
A place to meet, transport, or transfer people, where the best evacuation route is chosen to reach the established Safety Area.
5. **Escape Route:**
An alternative exit method, reasonably safe, that supplements the Evacuation Routes.
6. **Safety Area:**
Temporary refuge zone in a building, built to provide a large degree of safety.
7. **Vertical Safety Area:**
A vertical area in a building, from the top level down to the street level, that provides protection from the effects of fire, smoke and gases, and permits a fast mass evacuation of the building.
8. **Stairwell:**
Part of the structure of a building that connects the different floors by means of supports with crosswise steps or horizontal bars, placed at an equal distance from each other.
9. **Ladder:**
A portable structure made of wood, metal or rope, used to connect different floors.
10. **Flow of occupants:**
Number of persons that can go through the useful width of an Evacuation Route per unit of time. It is calculated in individuals per minute.
11. **Regular Route:**
The Evacuation Route normally used as an entry and exit way to the building. The Safe Segment may be established as a Vertical Safety Area.

12. **Fire:**
A major, uncontrolled, full blown fire which could not be put out in the first few minutes.
13. **Fire threat:**
A small fire that is extinguished at the outset by University staff with elements at hand, before the Fire Department arrives on the scene.
14. **Explosion:**
The sudden, violent release of energy that happens when something breaks apart, generally in the form of a mass of gas.
15. **Earthquake:**
Low intensity tremor caused by a release of energy in the tectonic plates.
16. **Worker:**
Any person hired by PUC, covered by Law 16.744 on Occupational Health and Safety.
17. **Direct Supervisor:**
Person in charge of the work being carried out, such as Heads of Department, Head of Section, Heads of Service, etc.
18. **Occupational Accident:**
Any injury suffered by a person caused by the work for which he/she was hired that results in incapacity or death.
19. **Professional Illness:**
Any sickness caused directly by the exercise of the profession or work carried out by a person that results his/her incapacity or death.
20. **Accident while Commuting:**
This covers accidents that happen when an employee is commuting to or from his/her workplace and those that take place during a direct commute between two different workplaces, even if they involve different employers. In the latter case, the accident in question shall be the one towards which the worker was travelling when the event took place.

When the accident takes place during a direct commute, evidence of the event must be provided to the Delegated Administration for Law 16.744.
21. **Incident:**
This is an undesired event that occurs under slightly different circumstances. It may cause physical harm, injury, illness or property damage. Incidents are also known as "near misses".

PROCEDURES IN THE EVENT OF UNDESIREED EVENTS

- Occupational accident
- Professional illness
- Occupational accidents occurring outside Santiago
- Occupational accidents occurring abroad
- Procedure in the event of serious and/or fatal accident

I. PROCEDURE IN THE EVENT OF OCCUPATIONAL ACCIDENT AND/OR PROFESSIONAL ILLNESS

Course of Action:

1. Any PUC official affected by an Occupational accident, Accident while Commuting or a Professional Illness, shall report the event promptly to his/her Direct Supervisor or whoever replaces him/her.
2. The Direct Supervisor or the person replacing him/her, (duly informed) shall provide evidence of the circumstances under which the event took place using the digital document **ACCIDENT AND/OR PROFESSIONAL ILLNESS REPORT**, available on the University's web page. .
3. The Direct Supervisor shall send this document, including all the data requested, via Internet, to the pertinent Prevention Department and to the Delegated Administration for Law 16.744 (ADLAT), either immediately or on the next business day. When the accident involves an injury caused by a sharp stabbing object, the report shall also be sent to the person responsible for IAAS.
4. **During working hours, from 08.30 a.m. to 8:00 p.m. Monday through Friday:** ADLAT shall receive the written report or telephone call from the Direct Supervisor of the injured person and shall be responsible for determining --depending on the severity of the injury-- whether the person shall be cared for immediately by ADLAT or by the Emergency Room of the PUC Hospital. In units located in the provinces, medical care shall be provided in accordance with provisions established in the agreement with the local mutual insurance company.
5. **During non-working hours, from 8:00 p.m. to 08.30 a.m. and on weekends and holidays:** a person who has suffered an accident shall be sent to the Emergency Room of the PUC Hospital. Here, the Accident and Professional Illness Report shall operate as the "medical care order". In the provinces, medical care shall be provided in accordance with the provisions established in the agreement with the local mutual insurance company.
6. ADLAT shall be responsible for determining, according to the circumstances in which the event occurred, whether the accident is a work-related event or whether it is of a different nature. ADLAT shall also be responsible for establishing the guidelines for continuing care.

- a. In the event that the accident is work-related, it should legally be reported as:
 - An occupational accident
 - An accident while commuting; or
 - A professional illness
 - b. When the event in question involves loss of work time (in excess of one working day), ADLAT shall so inform the Department of Human Resources and shall keep the information up to date regarding the worker's recovery and the time needed to return to work.
7. When the pertinent Department of Prevention corresponding to the area of the injured person or person who suffers from a professional illness, receives the Report, it shall initiate an investigation to determine what caused the event, according to established procedures and the Law. All information and documents collected shall be promptly sent to the Delegated Administration for Law 16.744.
 8. ADLAT shall send, via Internet, the Individual Occupational Accident Report (**DIAT**), the Accident while Commuting Report or a Professional Illness Report (**DIEP**) to the Superintendency of Social Safety (SUSESO), which are legal documents required by Law 16.744.
 9. ADLAT shall be responsible for managing all services needed by the employee who suffered an accident or a professional illness. It shall also carry out all the necessary studies to determine the origin of the accident or professional illness and shall issue the sick leave certificate to justify absence from work.
 10. In the event of an Accident while Commuting, the injured persons must submit the following documents to ADLAT:
 - ACCIDENT and/or PROFESSIONAL ILLNESS REPORT
 - Certificate of medical care issued by a medical facility, if applicable
 - Proof of having reported the accident to the Police, if any
 - Witness report, if any
 - The above data, plus the statement made by the injured person to ADLAT, shall be the necessary elements for ADLAT to determine whether or not the event constitutes an Accident while Commuting.
 11. An employee who receives medical care at ADLAT UC, shall present the Medical Release Certificate issued by ADLAT UC to his/her Direct Supervisor, as a requirement to start working again.

Occupational Accidents that occur outside Santiago

Any employee, whether academic, professional or administrative who works in other regions in Chile and who suffers a work-related accident, shall comply with the following procedure:

Steps to be followed:

1. Inform the Direct Supervisor or Administrative Subdirector as promptly as possible after the accident occurs.
2. The Direct Supervisor or Administrative Subdirector shall complete the data in the **Occupational Accident Report**. (This document is available on the University's web page: Directorate of Personnel, Risk Prevention Department). Once the Report has been completed, a copy shall be automatically sent to the Delegated Administration for Law 16.744 and to the Risk Prevention Department.
3. Once the Report has been sent, a copy of the report shall be made and the injured person shall be sent with the document to the Mutual insurance company that has an agreement with ADLAT (request information on the agreement from ADLAT).
4. **Occupational Accident and/or Professional Illness Report:** this document contains data on the injured person and the accident. The document may only be completed by the Direct Supervisor or the Administrative Subdirector and must be sent via the web page promptly after the event occurs. Failure to do so may cause the injured person to lose the benefits granted by Law 16.744.

Occupational Accidents occurring Abroad

An academic or administrative employee who is travelling abroad on official business and who suffers an occupational accident shall comply with the following procedure:

Steps to be followed:

1. Go to a health care facility to receive medical care and report the accident.
2. Ask the health care facility to substantiate the care provided and to issue a receipt stating the cost of the medical care provided.
3. If possible, submit the pertinent documents to the respective Chilean Consul, in order to certify the authenticity of the accident.
4. Present the documents to the employer for reimbursement of expenses in Chile.

II. PROCEDURE IN THE EVENT OF SERIOUS/FATAL ACCIDENT (CIRCULAR LETTER No. 2345)

Responsibility

The Administrative Subdirector of each Faculty, the Campus Administrator or the Head of Unit shall be responsible for initiating the procedure in the event of a serious or fatal accident.

In the case of contractors or subcontractors, **the companies shall be responsible for carrying out the pertinent procedure.**

Definitions: a serious occupational accident shall be understood as an event that:

- Requires resuscitation procedures
- Requires rescue procedures
- Is due to a fall from a height of two or more meters.
- Instantly causes the amputation or loss of any body part.
- Involves a number of workers such that it affects the normal course of work in the workplace involved.

Specific Actions

Officials

- Report the accident immediately to the Administrative Subdirector, the Administrator or the Direct Supervisor, as applicable

Administrative Subdirector/Administrator /Direct Supervisor

- Must verify the occurrence of the accident
- If the accident is serious as defined in Circular Letter No. 2.345, the pertinent official must:
 1. Assist the injured person by providing first aid.
 2. Stop activities or work being done at the time of the accident. Conditions of the site where the accident took place should not be altered to facilitate the investigation by regulatory entities, the Health authorities (SEREMI) and the Labor Bureau Enforcement Unit (*Inspección del Trabajo*). (Fence off the area where the accident took place with danger-marking tape. Entry to the accident area shall be limited to authorized personnel).
 3. Report the accident to the University's Risk Prevention Department or the Health Care Network's Safety and Prevention Department, as applicable, as soon as possible.
 4. Evacuate the affected area if there is a chance that a new accident may occur.
 5. Once the Prevention Department of the University or the Health Care Network have been informed of the accident, complete and submit the serious or fatal accident report to the Health authorities (SEREMI) and ADLAT.
 6. The Prevention Department of the University or the Health Care Network, together with the pertinent Management-Labor Committee, shall investigate the accident.

7. Wait for the resolution of the Health authorities to lift the self-imposed work cessation before renewing activities.
8. In the event of a fatal accident, instructions from higher University authorities will be required to notify other institutions such as the Police, the Criminal Investigation Police, and the Office of the Public Prosecutor.
9. Wait at the site of the accident for the Health Authorities and the Labor Bureau Enforcement Unit to arrive. They are the agencies responsible for maintaining or lifting the self-imposed work cessation.
10. Comply with all the requirements requested by the Health Authorities and the Labor Bureau Enforcement Unit so as to minimize the possibility of increasing the damage or the chance of other accidents.
11. Lifting the self-imposed work cessation and returning to normal activities may only be authorized by the Health Authorities and the Labor Bureau Enforcement Unit by means of a written document or an e-mail indicating that activities may be recommenced.

For all purposes of Serious and Fatal Accidents, the following individuals must be notified:

University

- Mr. Gustavo Cuadra B., Incumbent, gcuadrab@uc.cl, Telephone 22 3542480, Mobile 06 2195806
- Mr. Jorge González E., Surrogate, jgonzaes@uc.cl, Telephone 22 3542103, Mobile 07 8993851

PROCEDURE IN THE EVENT OF EMERGENCIES

- In case of fire
- In case of earthquakes
- In case of a gas leak
- In case of a chemical spill
- In case of a bomb threat
- In case of a volcanic eruption (only for the Villarrica Campus)
- Evacuation Procedure

I. PROCEDURE IN THE EVENT OF FIRE

Course of Action Before a Fire Occurs

1. Become familiar with the signs and the sound of fire alarms by participating actively in fire drills and training.
2. Learn about the use, purpose and location of fire extinguishers.
3. Make sure that repairs to electrical installations and appliances are done by qualified personnel authorized by the Superintendency of Electricity and Fuel (SEC).
4. Avoid overloading wall outlets and do not allow the use of multi-socket adapters.
5. Do not interfere with circuit breakers, earth leakage protection and safety systems. If they are not operating properly, consult with an authorized SEC specialist. .

During a Fire

1. If a fire is reported or detected, use the fire extinguishers and fire fighting equipment located in the marked areas. If you do not know how to use them, ask for help. Raise the alarm or ask for help by calling Emergency Extension 5000.
2. Open windows and doors completely to increase ventilation. Remember that there are three elements that usually precede a fire: smoke, heat and gases.
3. Shut off the electric power supply.
4. Evacuate the area if the fire exceeds extinguishing capacities at hand. Help people with disabilities and senior citizens to leave the area. This must be done in a “doubled over” position, moving as close as possible to the floor, to reach the closest evacuation route.
5. Do not use the elevators.
6. When the fire fighters arrive, provide all the necessary information to avoid bigger risks.

After a Fire

1. Verify that all the people in your unit are at the Meeting Point.
2. Check to see if anybody is injured.
3. Keep calm and wait for instructions. Do not leave the meeting point without informing your supervisor or whoever is in charge of the emergency.

II. PROCEDURE IN THE EVENT OF AN EARTHQUAKE

Course of Action Prior to an Earthquake

1. Identify vulnerable areas in your place of work, that may pose a risk to the physical integrity of people in the event of an earthquake, such as:
 - Furniture that is not firmly fastened to walls or strong structures.
 - Windows, screens, mirrors, and glass room dividers.
 - Cracked walls in old buildings.
 - Hanging lighting or lights suspended from a false ceiling.
 - Material stacked up off the floor, i.e. boxes, obsolete equipment, etc.
2. Make sure Procure that utilities (gas, water and electricity) are kept in proper working order.
3. Identify and publicize information on the meeting points, evacuation routes and safety areas among teachers, students and officials.
4. Keep exits, hallways and evacuation routes clear at all times. Do not obstruct them with material or litter.
5. Always collaborate and participate in drills and preventive activities.

During an Earthquake

1. Keep calm, do not run and, if possible, try to calm others. Look for pre-established safe areas, protect yourself under a strong table or desk, or else, protect your head from falling objects.
2. Stay clear of windows and glass.
3. If you can, shut off the electric power supply and heating.
4. Stay away from buildings and electric cables if you are outside.
5. Do not light matches, lighters or other objects that use an open flame to illuminate the area (in case the power is down)
6. ***DO NOT EVACUATE THE PREMISES DURING AN EARTHQUAKE.***
7. If evacuation is necessary, it should be done **AFTER THE EARTHQUAKE**. Make sure it is done using clear and safe areas.
8. **DO NOT USE ELEVATORS**
9. Remember that after a major earthquake, the ground will continue to shake (aftershocks), so you should follow the same instructions provided above.

After an Earthquake

1. Verify whether there are any injured persons or if any fires have started.
2. Evacuate the area (only if necessary) via the closest exit routes or the nearest stairway, to reach the pre-established meeting point.
3. Check to see if everybody in your unit is at the meeting point.
4. Keep calm and wait for instructions. Do not leave the meeting point without informing your supervisor or whoever is in charge of the emergency.

III. PROCEDURE IN THE EVENT OF A GAS LEAK

Course of Action Prior to a Gas Leak

1. The person in charge of maintenance should have a list showing the date on which inspections and repairs were carried out at least in the last 12 months.
2. The person in charge of maintenance should have a map of the gas pipelines and electrical installations of the facility.
3. Personnel in charge of places where gas is used must make certain that, after being used, the gas stopcock is closed.
4. Anyone who smells gas should immediately report the fact so that qualified personnel may inspect and repair any possible malfunction.
5. If there is a smell of gas, devices that produce fire or sparks should not be used in any case.

During a Gas Leak

1. Designated personnel should immediately shut off the gas supply.
2. If necessary, the facility should be evacuated and people should gather at the meeting points.
3. Evacuation will be done swiftly, without running and in silence.
4. Supervisors must make sure that everybody leaves the building and be the last to leave. They must then verify that everybody is at the meeting points.
5. Avoid causing a large group and do not obstruct other people.
6. Do not go back for your personal belongings.
7. Do not use matches or any other device that produces a spark or fire under any circumstance.

After a Gas Leak

1. Stay silently in your safety area and wait for new instructions.
2. Do not tell stories of other disasters since this may increase fear among people.
3. Before returning to work, the situation will need to be evaluated.

IV. PROCEDURE IN THE EVENT OF A CHEMICAL SPILL

Specific Actions:

1. In case of a chemical spill, keep calm, and try to calm others.
 2. Immediately warn personnel who are nearby.
 3. If the chemical spill involves a flammable or toxic product, ventilate the area: open all doors and windows and eliminate all possible sources of ignition. If the spill involves harmful substances (nitrates, bromide, carbon disulphide, aromatic amines, tetraethyl lead, cyanides, etc.) evacuate the area and notify the Direct Supervisor for treatment of the residue.
 4. Use of the Safety Kit to contain the spill is mandatory: a mask with a filter against organic vapors, acrylonitrile gloves, eye protection, plastic shovel, broom or brush and a PVC container for the residue.
 5. If acid is spilled, use neutralizing products --such as sodium carbonate-- before starting cleanup procedures. If no neutralizing agent is available, use sand.
 6. Once the spill has been controlled, keep the area well ventilated for as long as possible (either naturally or artificially) and ask the pertinent unit (i.e. the Maintenance Department) to take the necessary action for a specialized and authorized company to remove the recovered residue.
 7. If the spill affects a person's body, act as follows:
 - Remove the contaminated clothing while using the emergency shower.
 - Remember that there is not a second to lose.
 - Run abundant water over the affected area, for 15 minutes.
 - Continue the procedure if there is any pain.
 - Do not use any neutralizing substances such as ointments, creams or lotions
 - Seek emergency medical aid.
- If the eyes are affected, wash with abundant cold water, using an eye cup, for 15 minutes. Seek emergency medical care.
8. If the chemical spill occurs during non-working hours call Campus Security, Extension: **5000** (if possible). Also call the pertinent Faculty maintenance extension

V. PROCEDURE IN THE EVENT OF A VOLCANIC ERUPTION (Applies solely to Villarrica Campus)

Course of Action Prior to a Volcanic Eruption

- If you live near a volcano, take the necessary precautions and always be on the alert for any information and alarms.
- Be aware of escape routes and explore them regularly to become familiar with the routes.
- Cover water tanks and containers to prevent volcanic ash from falling in and contaminating the water.
- Keep a first aid kit always ready and a flashlight with fresh batteries.
- Make an emergency plan with your family and choose a safe place in the event of evacuation.

During an Eruption

- Do not panic and stay alert for instructions from the authorities, broadcast via radio and television.
- Do not use the telephone unless it is essential.
- Even if the eruption takes place peacefully, do not go near the volcano. The wind may carry hot slag and solid matter may be ejected.
- Stay away from ravines where noxious gases may accumulate even after the eruption has ended.
- If you suddenly find yourself surrounded by a cloud of gas, protect yourself with a cloth dampened in water or, better yet, one dampened with a weak solution of ammonia or vinegar.
- Respect regulations banning access to areas declared as dangerous
- Use communication channels established by the authorities.
- Pay no attention to scaremongering rumors and avoid spreading rumors.
- In the event that the authorities decide to evacuate the area, quickly prepare your family's luggage. This may consist of warm clothing, documents and personal medication, non-perishable food for three days, a transistor radio and a flashlight, limiting luggage to what each person can easily carry by hand. Be on the alert for instructions and pay special attention to the time and place where people are supposed to assemble.
- Volcanoes usually increase their activity prior to a major eruption, and this includes earth tremors and the release of steam and gas. Other warning signs are the smell of sulphur in rivers, acid or irritating rain, and rumbling thunder-like noise and steam jets from the volcano.
- If the evacuation is done by vehicle, remember that volcano ash can make highways slippery, even if they are not blocked. Avoid roads that follow valleys since they may be a pathway for lava.
- Stay alert for instructions from ONEMI.

After an Eruption

- Stay with your family in a safe place until the authorities report that everything has returned to normal (stay tuned to the radio at all times).
- Avoid all unfounded comments since they may be harmful.

- Close doors and windows and seal the chimney flue. Place damp towels in door sills and thresholds and anywhere else where there are drafts. Do not operate fans or clothes dryers.
- Remove ashes from flat roof tops or those that are not steep, and also from gutters, to allow rain to drain and avoid accumulation of thick matter.

VI. PROCEDURE IN THE EVENT OF A BOMB THREAT

Procedure

If you receive a bomb threat over the telephone:

1. Do not forget to write down everything said to you and keep calm.
2. Throughout the entire conversation try to identify:
 - a) The caller's gender.
 - b) The seriousness of the threat.
 - c) The caller's emotional state (distracted, angry, derisive...).
 - d) The background sounds that accompany the voice (where they come from and if there is anyone else issuing instructions).
 - e) The origin of the tone of voice (domestic or foreign).
3. Remember that all information you provide will be of great importance.
4. When the call ends:
 - a) Immediately notify your Direct Supervisor (and/or the person replacing him/her) so that the situation may be reported to the pertinent Campus Administration.
 - b) Stay alert in the event that another call comes in.
 - c) Make no remarks regarding the call; avoid generating panic and confusion. You could complicate matters even further. Remember that it could be a false alarm and you will only give rise to fear among personnel.
 - d) Wait for instructions from your Direct Supervisor.
5. Remember that raising the alarm without coordination may lead to panic.
6. Once Campus Administration (as applicable) has been informed, it shall be responsible for asking for assistance from special operations police (GOPE). Furthermore, Campus Administration will ask the Campus Security to conduct a search to make sure that there are no strange elements or packages on campus.
7. The Administration (the Administrator or the person replacing him/her), based on the information provided by Campus Security and GOPE, shall decide whether a specific

area must be evacuated or not. Campus Administration (the Administrator or the person replacing him/her) shall notify the Dean, the Administrative Subdirector or the Direct Supervisor whether it is necessary to evacuate the area according to established procedures.

8. Similarly, Campus Administration (the Administrator or the person replacing him/her) shall notify, as soon as possible, the Dean, the Administrative Subdirector or the Direct Supervisor of the return to normal activities.

In the event that a strange object is discovered in the University, proceed as follows:

- a) Keep calm.
- b) Leave the immediate area.
- c) Discretely try to find out if the object belongs to someone in your area.
- d) If no one claims the object, report it immediately to the pertinent Campus Security.
- e) Stay alert and wait for instructions.
- f) Once the pertinent Campus Administration has been informed, it shall be responsible for asking for assistance from special operations police (GOPE).
- g) The Administration (the Administrator or the person replacing him/her), together with GOPE shall decide whether a specific area must be evacuated or not. Campus Administration (the Administrator or the person replacing him/her) shall notify the Dean, the Administrative Subdirector or the Direct Supervisor whether it is necessary to evacuate the area according to established procedures.
- h) Similarly, Campus Administration (the Administrator or the person replacing him/her) shall inform, as soon as possible, the Dean, the Administrative Subdirector or the Direct Supervisor of the return to normal activities.

VII. EVACUATION PROCEDURES

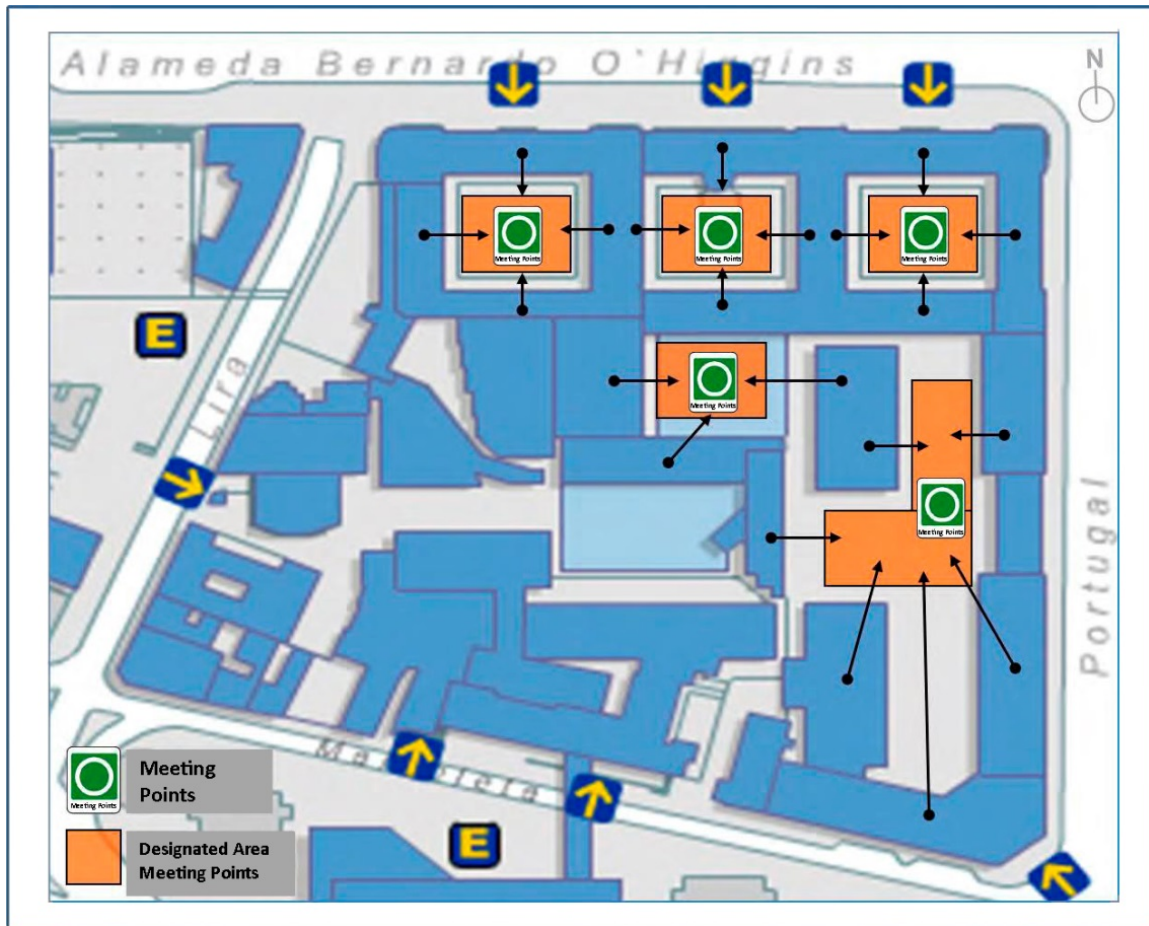
Course of Action:

1. Evacuation will be done only if ordered by the Administrative Subdirector, the Direct Supervisor and/or the person replacing him/her or the Head of Emergencies. In a classroom, the teacher shall be responsible for issuing the order to evacuate.
2. Always act calmly and without haste. Panic is contagious and can spread to other people in the area.
3. Once the order to evacuate is received, follow pre-established instructions or the directions of persons in charge of the emergency.
4. Try to switch off electrical equipment (computers, electric heaters, fans, electric kettles, etc.), before leaving the area.
5. Inform users, students and visitors that they must leave the area.
6. Teachers in charge of students in a classroom, laboratory, auditorium, lecture hall, etc., must ask the person nearest the emergency exit or access door to open it. Teachers must lead students and visitors to the meeting points.
7. Verify that all users have abandoned the affected area. Do not go back once the building has been evacuated.
8. Head for the meeting point or the pre-established point for your unit or building. (See attached maps, as applicable).
9. Stay there until the Administrative Subdirector, Direct Supervisor, Teacher or Head of the Emergency issues instructions to return to work stations, classrooms and to resume regular activities.

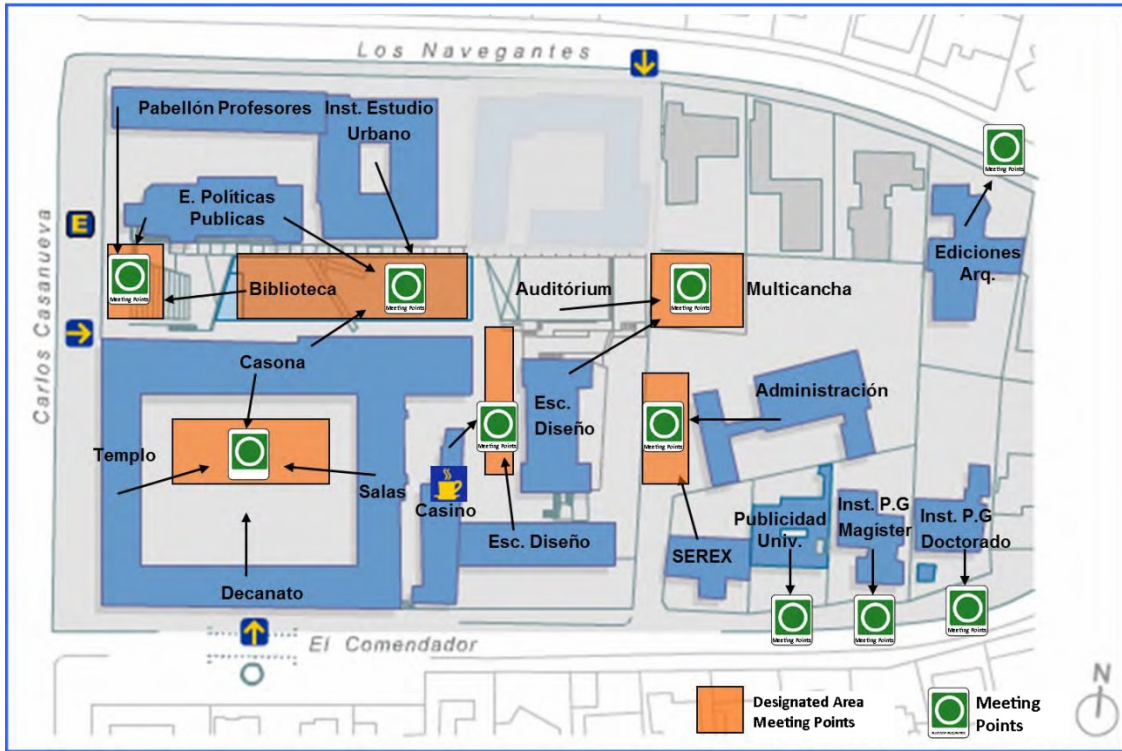
MAPS OF MEETING POINTS IN THE EVENT OF EVACUATION, BY CAMPUS

MAIN CAMPUS

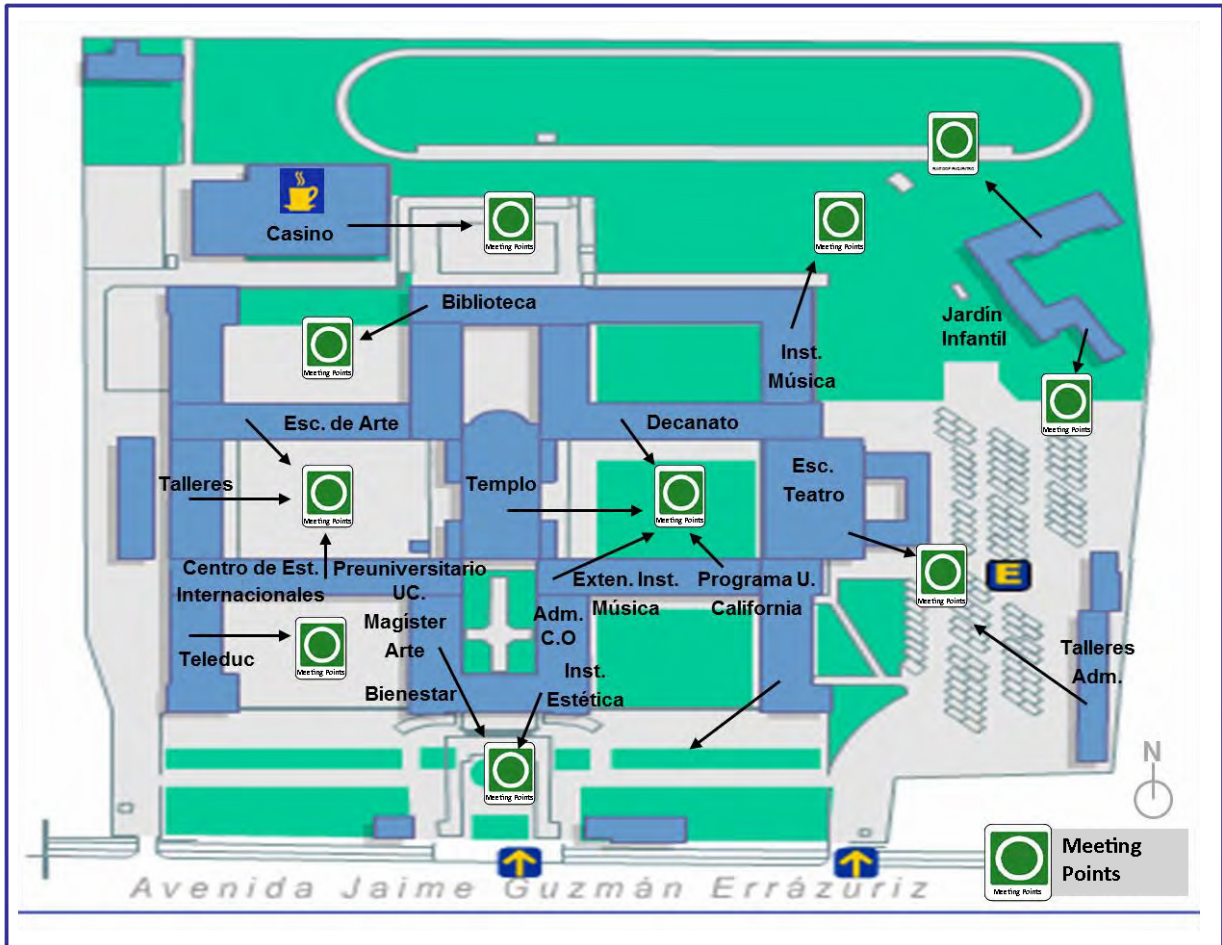
MEETING POINTS IN THE EVENT OF EVACUATION DUE TO EARTHQUAKE



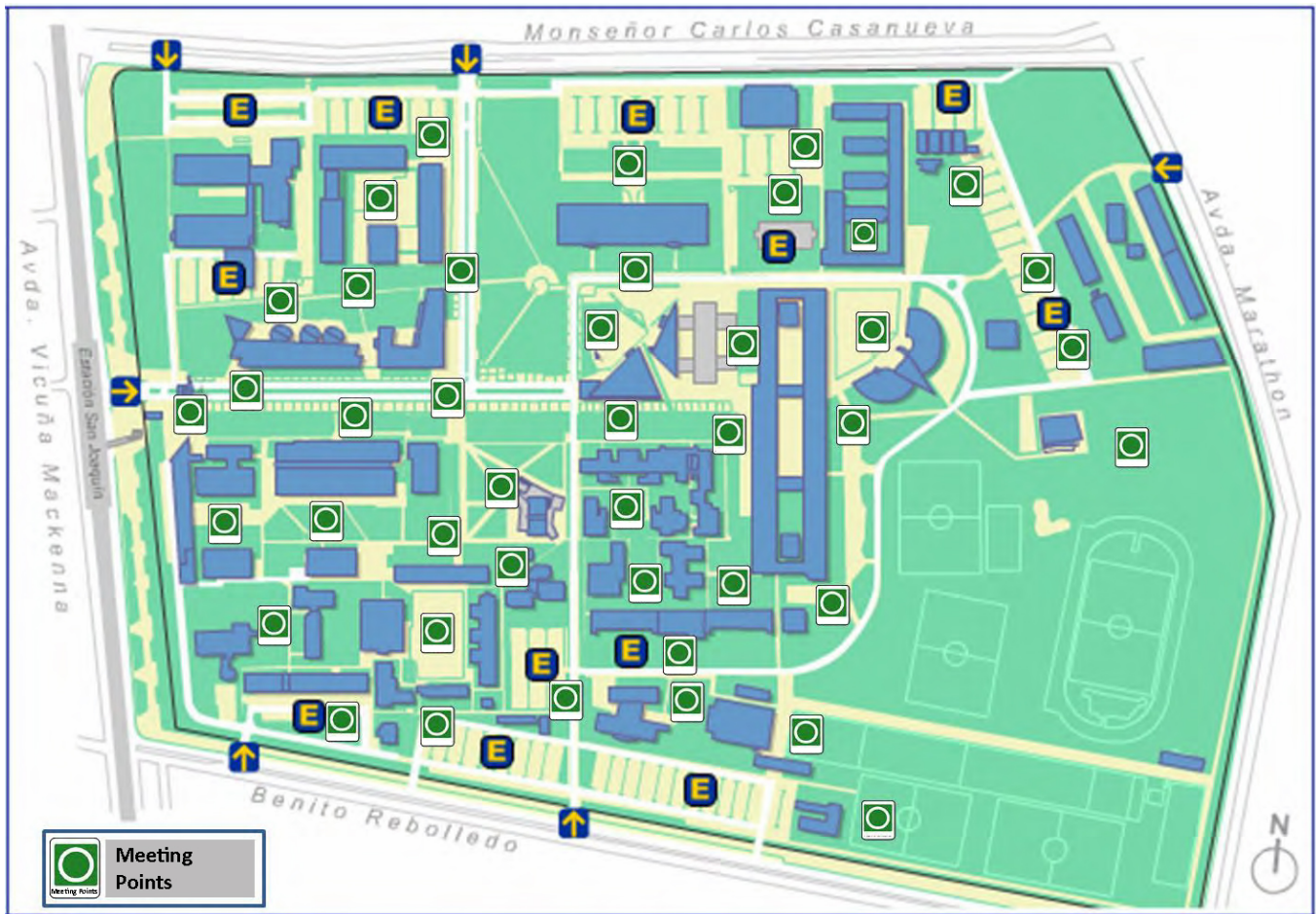
LO CONTADOR CAMPUS
MEETING POINTS IN THE EVENT OF EVACUATION DUE TO EARTHQUAKE



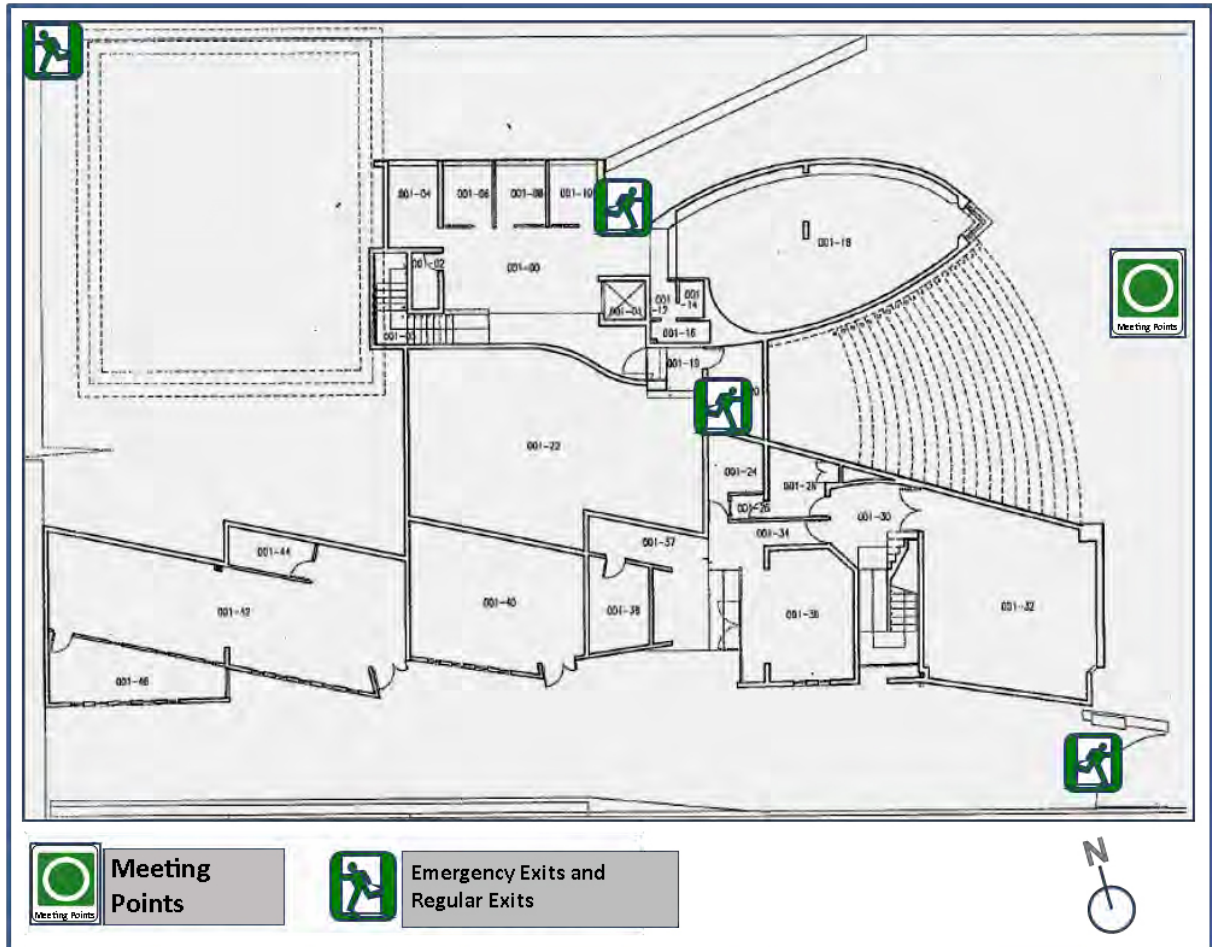
ORIENTE CAMPUS
MEETING POINTS IN THE EVENT OF EVACUATION



SAN JOAQUÍN CAMPUS
MEETING POINTS IN THE EVENT OF EVACUATION



VILLARRICA CAMPUS
MEETING POINT IN THE EVENT OF EVACUATION



APPENDIX EMERGENCY TELEPHONES

<p>TELEPHONE FOR EMERGENCIES 5000</p>	<p>CAMPUS ADMINISTRATION</p> <ul style="list-style-type: none"> - Main Campus 2542 - Lo contador 5560 - 5558 - Oriente 5030 - 5113 - San Joaquín 4674
<p>RISK PREVENTION DEPT. Main Campus 2069 – 2102 – 2103 – 2104 San Joaquín 7478 dpr@uc.cl</p>	<p>CAMPUS SECURITY</p> <ul style="list-style-type: none"> - Main Campus 2547 - Lo Contador 5561 - Oriente 5119 - San Joaquín 4683 – 46292 - Alameda 406. 2334
<p>ADLAT 6931 - 6950</p>	<p>UC POISON INFORMATION CENTER 26353800</p>
<p>POLICE 133</p>	<p>HELP AMBULANCE 800800911</p>
<p>SAMU AMBULANCE 131</p>	<p>CRIMINAL INVESTIGATION POLICE 134</p>
<p>FIRE DEPT. 132</p>	