



EMERGENCY OPERATING PROCEDURE IN THE OT PRO50.7

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14/10/2003

PURPOSE:

- That all the people who may be affected by a disaster, may know how to coordinate their efforts with the aim of reducing to a minimum the consequences of the same both in persons and goods.
- Maintain the regular development of the several activities of the observatory of the Teide in situations which entail risk or damage to the persons and/or materials in dangerous situations.
- Establish the conditions which determine a dangerous situation.

OWNER:

Administrator of the Observatory of the Teide.

AUTHORIZED FOR:

Choosing the indicators of the procedure.

Requesting information to establish measurements.

Implementing the improvement actions which arise from the analysis of the indicators.

Establishing a pilot test in order to modify the procedure.

Suggesting, where appropriate, the members who will form an improvement group of the procedure.

Reviewing the procedure.

AREAS AND SERVICES AFFECTED:

Every person who is in the Observatory of the Teide (OT) at the moment in which a risk situation is detected.

INDICATORS:

Number of activations of the Emergency Plan.

% of repetition of the same accident.

CONTROL OF THE PROCEDURE:

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Critics: Alex Osoz, Federico de La Paz

Reviewed by: Alfonso Ruigómez

Approved: Carlos Martínez Roger

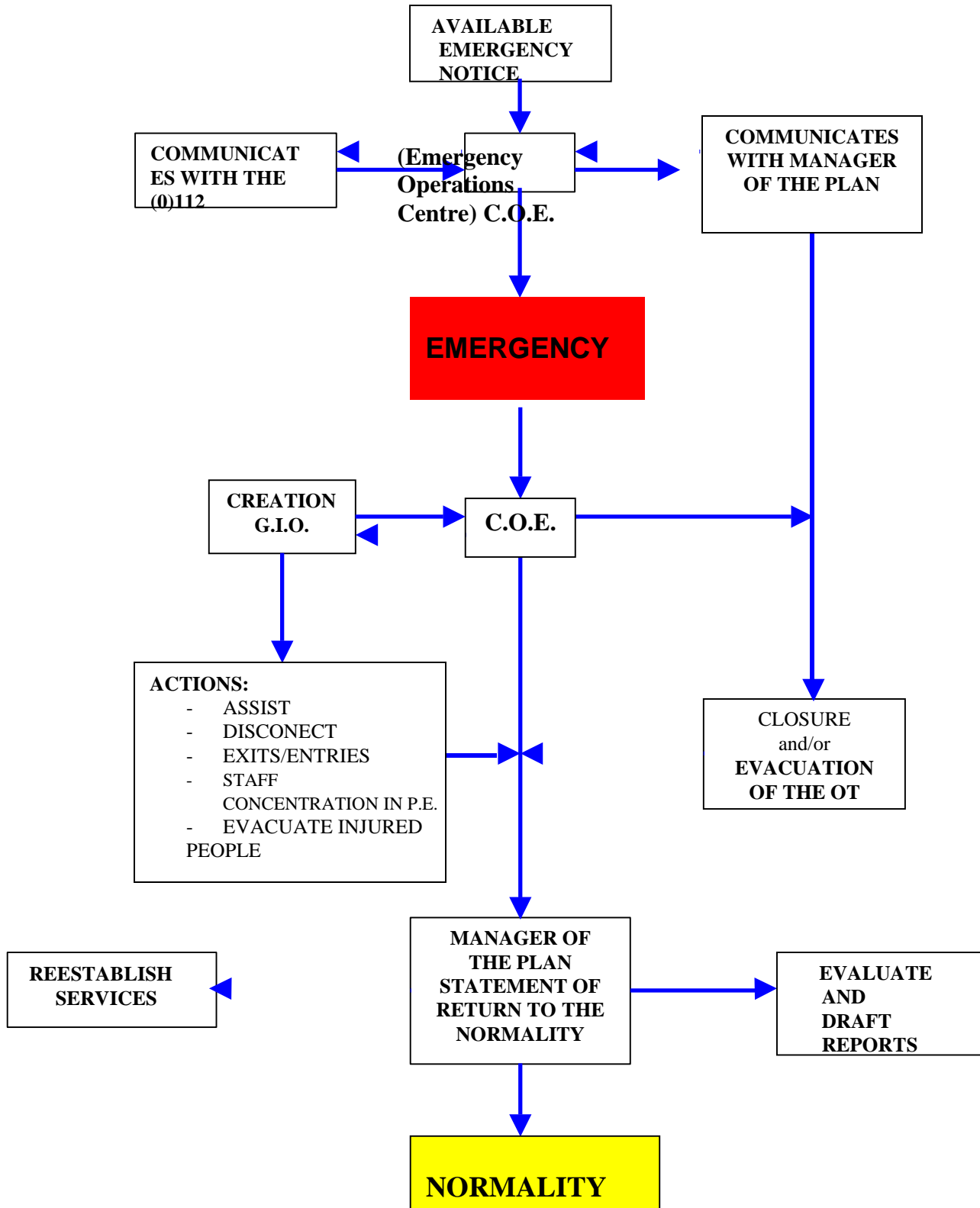


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FLOWCHART





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1.- DEFINITIONS

EMERGENCY:

- Situation of danger which affects to the security of one or several facilities (heavy snowfall, electric storm, forest fire).
- Situation which involves serious damages to the people (serious or very serious accident at work, any type of accident with several casualties)

MANAGER OF THE PLAN: It is the authority in charge and will be the Administrator of the OT, (in lack of which, the Head of MOT, in lack of which the administrator of GENERAL SERVICES). In the event of not being able to locate them, the COE, will accept their functions until establishing the Communication with the manager of the plan.

C.O.E.: Coordinator of Emergency Operations, whose identity and designation are planned and communicated by the manager of the Plan. In the event of activation of the Plan, the operators on call will begin to depend on the manager of the Plan. The COE on call will be MOT from 8:00 to 18:00 and Night Operator from 18:00 to 8:00.

G.I.O.: Operative Intervention Group, created by the COE and made up, at least, by one more person of logistic support.

CONTROL CENTER: Room located at the entry of the Residence where the first aid chamber is installed and where the COE will coordinate the actions of the GIO and it will be in permanent contact with the Manager of the Plan and the (0)112.

MEETING POINT (PE): Place where all the people located in the OT will meet, with the exception of the COE and the GIO, at the moment an EMERGENCY is decreed.

The PE-1: Reception area.

The PE-2: Residence parking.

The PE-3: Visitors parking.

2- RESPONSIBILITIES

MANAGER OF THE EMERGENCY PLAN.

- It shall be the authority in charge in each emergency.
- It will design the COE.
- It will evaluate the emergency.
- It will decide the evacuation.
- It will check that the Control Center has all the indicated requirements.
- It will indicate the anomalies detected and it verifies that they have been rectified.
- It elaborates the application report of the Plan which will be sent to Management, Committee of Security and Sanitation and to Human Resources.

COORDINATOR OF EMERGENCY OPERATIONS (C.O.E.).

- It will sound the alarm.
- It will activate the Plan and will execute it.
- It will get in contact with the Manager of the Plan.
- It shall create the G.I.O.
- It will get in contact with the (0)112 and will coordinate the GIO.
- It will indicate the detected anomalies.
- It will be aware of the existence and use of the material means available.
- It will apply the instructions of the Emergency Plan.

GROUP OF OPERATIVE INTERVENTION (G.I.O.).

- It will indicate the anomalies detected.
- It will be aware of the existence and use of the material means available.
- It will apply the instructions of the Emergency Plan.
- It will provide first aids to the casualties.
- Its action will always remain until the emergency situation endangers its physical integrity.



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2.- PROCESS

2.1.- PROCESS

- 1- The COE, facing a clear emergency situation, will call the (0)112 and will notify the Manager of the Plan.
- 2- The C.O.E., when receiving a possible emergency situation, will get in contact with the Manager of the Plan, who will evaluate if it is a real emergency and the seriousness of such. In the event of not being able of getting in contact with the Manager of the Plan, it will be the responsibility of the C.O.E. the statement of **EMERGENCY**.
- 3- Once declared the situation of emergency, it shall inform the (0) 112 Single Emergency Telephone.
- 4- The C.O.E. shall designate the members of the G.I.O.
- 5- All the people who are not involved in the execution of the Plan and who are in the OT, will go to the **Meeting Point 1** (room next to the Residence Reception). The staff of other User Institutions must communicate to the C.O.E. their situation and needs of displacement when the circulation is restricted as a result of the hazardous situation.
- 6- During the period of time during which this situation of EMERGENCY lasts, no one will be able to exit, from the Meeting Point neither abandon the OT, accompanied and due to justified reason (transport of injured people) and with the C.O.E. fully aware of it.
- 7- If required, the OT and/or the affected facilities will be closed. If needed, the **Evacuation of the OT** will be carried out. Such situation may only be ordered by the **Manager of the Plan**.
- 8- The annulation of the **EMERGENCY** will be performed by the Manager of the Plan.
- 9- The C.O.E. and the G.I.O. will proceed to the opening of the OT and/or affected facilities.
- 10- The C.O.E. will inform the (0)112 Single Emergency Telephone and will elaborate an activation report of the Emergency Plan. <http://www.iac.es/ot/emergencia/informe/formu.html>

3.- ANNEXES

- EMERGENCY PLAN OF THE OT.
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RADIO FREQUENCES AND TELEPHONES:

| NAME | Telephone | Ext. | Frequency |
|----------------------------------|----------------------------|------|-------------------------|
| Emergency telephone | 0-112 | | |
| Civil Protection | 922.259.329 922.256.344 | | |
| Observatory of the Teide | 922 329 120 | | 166.700 MHz sub tone 77 |
| Spanish Radio Television | 922 24 70 46 | | 152. 200 MHz |
| Weather Station | 922 37 38 78 | | 147. 350 MHz |
| Military Post in Izaña | 922.22.43.45 | 139 | |
| IAC La Palma | 922.405.500 | 500 | 146.500 MHz |
| A.E.A Santa Cruz | 922.641.211 | | 147.225 MHz |
| Themis | 922.37.18.74 | 145 | |
| VTT | 922.37.36.73 | 141 | |
| IAC-80 | 922.37.14.40 | 125 | |
| Residence | 922.37.03.91 | 110 | |
| CRUZ ROJA, El Portillo (10h-17h) | 922 28 18 00 | | |