



EMERGENCY



Our kit

8

I - SELF PROTECTION HANDBOOK

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INTRODUCTION

Watching the news from around the world, we realise that we must be prepared to react to the catastrophes that happen all time in different parts of the world.

Civil Defence is not only the responsibility of the Government Organizations or the Public Authorities, it's the duty of all members of society to support it.

This booklet was given to ISGF by the author Martin Claudio Pereyra, member from the Argentina Fellowship and we hope this contribution will be used by all of us for the safety of our society and complete the vision of "Our Kit".

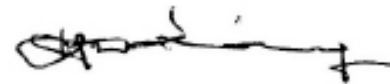
As Fellowship or with your Guild you can simulate the planning of an evacuation as if there is a fire in the building, how to do if there is an earthquake or while travelling how to be aware of bomb alerts.

Enjoy an activity but prepare yourself for reality.

Meanwhile, First Aid is always needed in our daily life, but during a day at the beach, we do not realise that a small animal can hurt us so much or sunbathing for too long is harmful. How to act.

Many more examples in this booklet can help us to coordinate procedures to response to an emergency and assist the population. Give good use to it.

Mida Rodrigues



Chairman ISGF World Committee

Translation: CERVANTES – AISG-ES

CIVIL DEFENCE

CONCEPT: It includes a set of not aggressive measures to avoid, cancel or reduce the effects from the enemy action or from the nature can cause on the population and its properties and helping to restore the normal rhythm of life in the affected zone.

The Civil Defence is a vital and important system, on the global defense of a nation. Its basic organization remains the same for any situation, varying the procedures to follow in each particular case only. The aim is permanent in all the eventualities: saving the maximum possible number of lives and properties and to achieve the most rapid recovery of the affected zone.

Who is affected?

The community composed by:

Public Authorities and Government Organizations

- Non-Governmental Organizations of any nature
- Inhabitants

The Mission: it is the protection and security for the civilian population, that the Provincial Government organizes through the Ministry of Government, the Provincial Directorate for Civil Defense, oriented to the organization and to the support through the Municipal Governments and community entities, self protection systems and assistance of civilians and their properties.

EMERGENCY PLAN

A. OBJECTIVES

1. To determine the measures and actions to be taken for responding to any situation of risk or accident that could occurs, by using the available resources.
2. To consider coordinated procedures to response to an emergency that occurs on site or at its external perimeter, minimizing the effects thereof.

B. CRITERIA

Planning shall be:

1. **BASIC:** To allow a first emergency response to the majority of the potential incidents.
2. **FLEXIBLE:** The answers are adaptable to the needs of the moment, to the variables of each type of emergency.
3. **KNOWN:** It contemplates easy roles of general knowledge for all persons acting in an emergency; the periodicity of these actions shall be documented.
4. **EXERCISED:** It is intended that the persons, in addition to knowing their role in planning, they will be trained and practiced to be able to implement by them with the necessary efficacy.
5. **PROVEN:** Known the planning and trained the response personnel, will be proven by Emergency Simulacrum Exercises on a partial and general way. The partial simulacra will allow evaluating the response in a given area, without the need to mobilize all the people involved. While the general simulacra, will give an overall evaluation of the effectiveness of the plan, although the coordination of their organization is complex and costly. After the completion of any of these simulacrum exercises, a gathering will be held with the participants for the assessments of their effectiveness, needs for modification or adaptation, etc.

6. UPDATED: The development and periodic exercising of partial or general simulacra, will allow a regular and continuous updating, adapting to the changes imposed by circumstances. For its feedbacks it will be required at least an annual general simulacrum exercise.

C. EMERGENCY PLANNING

1. It will be implemented, in the case of a natural, topological, tectonic or anthropic accident.

2. It consider the following:

- a. Planning before the emergency.
- b. The actions during the emergency
- c. The survey and/or the information after the emergency

3. Make sure you have:

- a. Orderly and efficient transmission of the actions related to the emergency management, through the natural authority of the establishment and the Municipal/Provincial Civil Defence (C.O.E.M. C.O.E.P).
- b. An orderly delegation of the emergency authority.
- c. Clear allocation of responsibilities during the emergency.
- d. Authorization by the staff to take actions established in the present emergency plan.
- e. Coordination of efforts to deal with the emergency.

D. PURPOSES AND SCOPE

1. Establishing directives about responsibilities, actions to be taken and specific functions of the establishment staff involved in the emergency.

2. It includes leadership and communications functions, and coordination for its execution.

E. TYPE OF EMERGENCIES

In the development of the activities of the establishment, we can mention the following types of emergency:

1. EMERGENCIES INVOLVING PERSONS (also read students).

a. Accidents inside the building.

- b. Incidents during their stay in the establishment.
- c. Accident on the outer perimeter.
- d. Anonymous complaint - Bomb threat.

2. OTHER EMERGENCIES

- a. Structural Fire
- b. Natural and/or Technical Disaster

CLASSIFICATION AND / OR GRADES

1. ATTEMPT OR CONATUS OF EMERGENCY: Emergencies that can be dominated and controlled quickly and easily by any person of the establishment, with the available means of protection.

2. PARTIAL EMERGENCY: This situation requires the mobilization of the intervention teams in a given sector by following as planned. The effects are limited to one sector and not affect to other adjacent sectors or third parties. The "evacuation of the sector" may be necessary.

3. GENERAL EMERGENCY: The situation that puts in danger the safety and physical integrity of persons; and it is necessary to proceed to eviction or total evacuation of the building. It requires the intervention of the special teams and foreign aid.

CLASSIFICATION OF PERFORMANCES

Every emergency situation requires performances basically classified into the following groups:

1. FOR ALARM: Performances corresponding to the detection, assessment and initial mobilization of the resources, accordingly to the severity of the emergency.

2. FOR INTERVENTION: Performances developed by the teams instructed and designated for emergency control, including the horizontal evacuation of the affected persons.

3. FOR EVACUATION: Performances belonging to a "general emergency", that requires the total evacuation of the building.

OBJECTIVES

- Achieving the rapid mobilization of human resources required.
- The control of the emergency and the security of the persons about this situation will depend fundamentally on the rapidity with which will start up the "Emergency Plan".

TO DESIGNATE RESPONSIBLE PERSONS OR PERSONS IN CHARGE:

- They will be designated those responsible for SECTOR, AREA OR FLOOR, on each shift that is enabled the establishment.
 - The number of persons to nominate will have a close relationship with the local population, adopting as an approach one responsible person every 100 students, employees, etc.
 - A list including the name of the responsible and that sector, area or floor corresponds shall be drawn up. This list must be exhibited visibly and must be known by the entire population of the establishment.
 - Establish the "alarm levels" corresponding to different levels of "emergencies".
 - Each alarm level leads to different behaviors that should be clearly identified without any possible confusion.

ALARM LEVELS:

According to the different "degrees of emergencies", the following "alarm levels" are established.

1. **ALERT:** This level corresponds to a situation of "emergency attempt or conatus", easily attended by any person from the establishment.
2. **PARTIAL ALARM:** This level corresponds to a situation of "partial emergency", it requires the mobilization and action of the "intervention teams" and the horizontal evacuation to dislodge and clear the area affected.
3. **GENERAL ALARM:** This level corresponds to a situation of "general emergency", which affects or could affect the entire building, endangering the physical integrity of the person, it is necessary to proceed to the local eviction or evacuation of the building.

ALERT LEVELS ALERT SIGNAL

- This will be given by any person who can be involved in a situation of "emergency attempt or conatus".
- This alert signal will be received only in the CONTROL CENTER or in the DIRECTORATE of the establishment through the following ways:

- Verbally, face-to-face.
- By telephone.
- Automatically by activities of a detector, localizer of an optical or acoustic signal which is reflected in the control panel.

PARTIAL LEVEL ALARM PARTIAL ALARM SIGNAL

- This will be given by any person who can be involved in a situation of "partial emergency".
- This alert signal will be received only in the CONTROL CENTER or in the DIRECTORATE of the establishment through the following ways:

- Verbally, face-to-face.
- By telephone.
- By alarm pushbutton.
- Automatically by activities of a detector, localizer of an optical or acoustic signal which is reflected in the control panel.

GENERAL LEVEL ALARM GENERAL ALARM SIGNAL

- This will be given by the persons designated or nominated to this effect, for declaring the state of emergency or bomb threat and to proceed to eviction of the building, in compliance to the "Emergency Plan".

The communication will be carried out:

- By the general alarm systems. They will ring all the ringers, door-bells, bells and/or alarm sirens of the building.

- **EXTINCTION**
- **EARTHQUAKE**
- **BOMB THREAT**
- **PLAN OF EXTINCTION**

INSTRUCTIONS FOR THE USE OF HAND EXTINGUISHERS

SETTING UP:

1. Lift the extinguisher.
2. Move the extinguisher without removing the seal or safety ring toward the target.
3. Remove the seal or safety ring
4. Press the triggering mechanism

MECHANISMS OF EXTINCTION:

Select the position of fire attack.

- With its back to the wind in favor of currents of air and from the bottom to top.
- Have the exit assured.
- Keeping the distance depending on the scope of the extinguisher.

Direct the jet to the foot of the flame. Extinguish by area and not advancing until its total extinction Make sure the fire is completely extinguished before leaving the site.

INSTRUCTIONS FOR FIRE HYDRANTS

SETTING UP:

1. Open the cabinet door or break the glass.
2. Ensure the connection of the nozzle to the hose.
3. Unroll the entire hose with the nozzle connected in the **direction** of the target.

4. Always leave a reserve of hose in order to advance.
5. Open the valve of operation (turn left) of the water network.

MECHANISMS OF EXTINCTION:

1. Select the attack position, keeping the distance according to the water jet.
2. Hold the nozzle well, considering that:
 - The compact water jet has more scope, it disaggregates the materials and allows to the water to be concentrate on one point.
 - The water jet if is subdivided has greater cooling and extinguishing capacities, also it covers more area or volume of fire.
 - Do not use water above the electricity, elements or tension machines.
3. Direct the jet to the foot of the flame. Extinguish by area and not advancing until its total extinction.
4. Make sure the fire is completely extinguished before leaving the site.

EARTHQUAKE PLAN

The knowledge of the preparatory measures and the training are essential to successfully confront a seismic event. Both concepts aim to help the occupants of a building to react immediately and appropriately to the first sign of an earthquake, in addition to knowing where and how to protect them.

BEFORE THE EARTHQUAKE

1. To know the condition of the building and its probable behavior face a seismic event, located in the safe and unsafe areas.
2. To know the "emergency plan" prepared for the establishment.
3. Learning and teaching the safety rules undertaken for before, during and after the earthquake occurred.
4. It is necessary learning and practicing the first aid measures, especially in the treatment of fractures, bleeding, burns, choking and childbirth.
5. Knowing how to choose the fastest and safest ways to look for **the**

shelters inside and outside the establishment.

6. To train and to verify in June, October and after each break at school or work, the condition of the emergency equipment that shall be composed of the following minimum elements:

- **FIRST AID KIT**
- **PORTABLE RADIO OR DUAL (AM-FM)**
- **LANTERN**
- **BATTERIES FOR PREVIOUS ITEMS**
- **LIST OF UPDATED USEFUL TELEPHON ADDRESSES**
- **AXE OF MEDIUM WORK**
- **PAPER AND PEN**
- **BLEACH (CONCENTRATED OR DILUTED)**
- **VARIOUS TOOLS**
- **MATCHES AND CANDLES (for after the quake, provided it does not mean a risk of fire)**
- **EMERGENCY PLAN OF THE ESTABLISHMENT**

7. Verify in the same way the following aspects on building:

- Signaling and authorization of the SAFETY ZONE established.
- Signaling and practicability of the mainstream and alternative escapes.
- Signaling and functioning of interrupting keys for electricity, gas and water.
- Detection of drinking water reservoirs.
- Detection and functioning of the elements of firefighting.
- Detection and fixation of heavy furniture or dangerous objects.
- Detection and control of risks of fire, liquid spills or hazardous substances.

8. For the case of the school facilities, it will be placed next to the door of each classroom or room an envelope containing the list of the students who attend it, and a copy of the safety rules.

9. Locate cribs and bassinets away from the windows, heating devices, heavy objects or not insured furniture that can fall.

10. Perform full and partial simulacrum exercises at least twice a year in coordination with the Seismic Exercises of Civil Defence.

DURING THE EARTHQUAKE

1. Do not terrify yourself, you must take action speedily.
2. Do not leave the classroom or room for the duration of the earthquake.
3. Do not transmit any fear to the others, and open the door preventively or other appropriate place.
4. Stay away from glass surfaces or heavy objects.
5. Take cover under desks, tables, door lintels or other suitable place.
6. Kneel back to glass surfaces, cover the neck with your hands by the upper part of the head, and protect your face in your arms if it was unable to take cover.
7. Go to the established Security Zone, if you are located outside the establishment.

AFTER THE EARTHQUAKE: (Up to 3 minutes ceased the movement.)

1. Keep calm, do not panic.
2. Go to the Security Zone. Evacuate in an orderly and help the children in that task.
3. Bring along the emergencies equipment.
4. Control the presence and status of persons and children. Immediately communicate the news.
5. Assign quickly the responsibilities and working groups for the emergency, accordingly to the plan.

- **Emergency Driver:** In charge of an experienced person.
- **Working Group:**

- a. **Order and Security:** Destined to control the entry of the personal to the establishment: to avoid the risk of accidents or sackings.
- b. **First Aid:** To provide health care to the victims.
- c. **Rescue and Fire:** Destined to release the trapped victims and extinguish the fires produce by the earthquake.
- d. **Evacuation:** Destined to lead the eviction of the establishment.
- e. **Communications:** Destined to manage the alarm, reports, and request for help.
- f. **Social Action:** Destined to carry out surveys, supports, supplies and identification of victims and missing. For the school establishments: control and delivery of students upon receipt.
- g. **Techniques:** Destined to execute the cutting of the services of gas,

water and electricity. Damage assessment. Control tasks of spills of toxics and flammables and rehabilitation of the services.

6. Put out the fires within your reach.
7. Keep the general services of electricity, gas and water.
8. Remain calm when aftershocks are produced.
9. Keep informed via the radio.

BOMB THREAT PLAN

The reception of a police and/or anonymous call for bomb threat against the establishment, will initiate the Emergency Plan.

1. Give the signal of "General Alarm" and inform the Directorates, Authorities or Managers of the Establishment.
2. Convene the responsible of the Brigades for Intervention on the Establishment.
3. Communicate the situation to the public services of rescue and to the police.
 - Police
 - Fire:
 - Civil Defense
 - Hospital
4. Proceed with the evacuation to the Security Area established.

The brigades of intervention of the establishment will remain alert until the arrival of the public emergency services and police, playing a role of support and advice.

The managers of each sector or brigades of intervention of the establishment will indicate to the public services of rescue and police, every element strange or suspicious, such as package, bag, lump or sack, etc, that warns not correspond for the place. If found a lump or element of that nature, "DO NOT TOUCH OR AGITATE".

The educators and teachers of the educational institutions will do the same with discretion, ensuring the control of the students under their care and within the area of their responsibility. The rest of the persons will perform identical measures within their area of influence, especially the personnel of ordinance, maintenance, orderlies, etc., who know best the building and its services.

IMPORTANT: "All kind of suspicious package, bag, lump or sack will be treated as if it was an explosive".

II - SELF PROTECTION HANDBOOK

GUIDELINES FOR THE DRAWING UP OF AN EMERGENCY PLAN

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GUIDELINES FOR THE ORGANIZATION OF AN EVACUATION PLAN

INTRODUCTION

When speaking about buildings having a significant population in each of the levels or floors, it is necessary to have an organized and exercised plan that would achieve the goal: to leave the building in case of disaster (fire, explosions, collapses, warnings of explosion, etc.).

For this purpose, it is considered appropriate the creation of an Emergency Committee, which is the responsible for the preparation of the respective Evacuation Plan, its implementation, and the periodic simulacra exercises.

Therefore, it will be necessary to create a systematic pattern of behavior to react as quickly as possible in case of disaster: "The shorter the time for evacuation, the greater the chances of success".

The periodic training and the practice are the basis of a good plan.

II – GENERALITIES

INTRODUCTION

In any building having more than one floor or level, it is very important to protect the stairs, that are the only way of escape for the occupants. The minimum protection given to a stair should be to build it within a box of fireproof material. However, the best solution provided by the modern technology requires the construction of an isolated staircase, that allows easily to achieve the following objectives:

- Prevent the vertical smoke and fire propagation, which is impossible to achieve with conventional or open stairs.
- Facilitate the evacuation of the persons that are found in the upper floors of one affected by the fire, without needing to resort for the external emergency stairs, facilitating the access for the firefighters.

It is necessary to have independent electric lighting circuits for evacuation or escape routes, in order to ensure that any inconvenience that may occur in the building installations does not affect the evacuation plans.

To carry out an emergency plan, it is necessary the installation of the alarm means. Ideally, it should be more than one way, to achieve alternative ones, and to inform about the situation sufficiently promptly to the entire population.

It should have some of the following alarm systems:

- a) General and Sectorial alarm, with handling from the Command post.
- b) Emergency Audio with input sectorial selection to the levels or floors from the Command post.
- c) Emergency systems of telephony, with post positions at all the levels or floors.
Such services must have an independent power supply system, with emergency sources converter (12 or 24 volts), to ensure its operation, and its installation shall comply with the rules for its own protection from fire or from the effects of the high temperatures.

III – ORGANIZATION

With the staff sufficiently informed and interested in joining the plan, we will proceed to organize the human resources. For this will be necessary to designate an Emergency Committee and its respective brigades, whose functions will be carried out by the personnel that usually carry out the tasks in the building.

IMPORTANT: For each one of the roles indicated, it should be provide the designation of an alternative person in order to avoid vacate any of the links of the plan chain.

3.1. EMERGENCY COMMITTEE.

The Emergency Committee is the responsible body for the Plan. Its basic functions are: planning, directing, implementing and evaluating the development of the plan, and also organizing an Emergency Brigade to implement the evacuation.

The Emergency Committee shall be constituted by:

- The Emergency Director (Director of Personnel, Production Manager, etc.).
- Intendant of the building or Head of the Technical Service.

- Chief of Security of the building.

When operated the alarm, the members of the Emergency Committee who are in the building, they will go to the dashboard or management console, where they will remain until the complete evacuation of all the persons of the building.

3.1.1. GUIDELINES FOR THE COMMITTEE MEMBERS.

- DIRECTOR OF THE EMERGENCY.

1. When the notice of an alarm in the building, he will be present on the dashboard or management console, this instrument will be located in a safe place downstairs on the ground floor.
2. He will request the responsible person of the floor or level all the information about the sinister, and will proceed according to the situation as follows:

CRITICAL SITUATION: It means that to extinguish the fire, must be employed more than one fire extinguisher, or because the presence of large amount of smoke it is impossible to determine the panorama of the situation. In this respect, he will decide:

- General Shout or Alarm Bell for the floor of level of the emergency and all the upper levels.
- To call the professional Fire Department and the Emergency Medical Service.
- As a preventive measure to stop the elevators on the ground floor, and forbid the entry of people into the building.
- To order the cutting of the services of natural gas, air conditioning and energy of the damaged floor or level and the upper ones. To bring ready the generator sets and/or the emergency systems.
- To control that the responsible person of the floor has evacuated the damaged floor personnel to safer areas.
- Once it has been cleared the damaged floor, he order to evacuate the upper floors by the predefined escape routes.
- Channelized the evacuation of the upper floors, he will indicate to evacuate the remaining floors.
- To receive the professional firefighters, by providing all required information.
- He will maintain ongoing communication with the fire brigade to obtain scenarios of the situation.
- He will send auxiliary personnel to the outside meeting point to ob-

tain information on the evacuation of each floor.

- In the case of transport of wounded, he will provide the accompaniment by the support staff.

- HEAD OF THE TECHNICAL SERVICE

When the notice of an alarm in the building, he will be present on the dashboard or management console, and will verify all the preventive measures:

- To stop the elevators on the ground floor
- The cutting of the services of air conditioning (extraction and injection).
- The cutting of the energy of the damaged floor and the immediately upper level.
- The cutting of the natural gas.
- To bring ready the generator sets for illuminate the exits, to power the elevators for the use of the firefighter, to power the water pumps, etc.

- THE CHIEF OF SECURITY

- When received an alarm on the dashboard or management console, by manual or telephony devices, he will proceed immediately to:
- To dispatch a man of surveillance to the alarm location.
- If confirmed the alarm, and given the evacuation order, he will prevent the entry of persons into the building.
- He will give or notify to the fire brigade.

3.2. EMERGENCIES BRIGADE.

This brigade participates in the implementation of the evacuation plan, as well as on the regular evacuation simulacra exercises.

The Emergencies Brigade will consist of:

- Responsible for each floor or level, (in charge of the evacuation and recognition of floors).
- Sub-responsible of floor or level.
- Fire Brigade.

3.2.1. GUIDELINES FOR THE EMERGENCIES BRIGADE.

- RESPONSIBLE AND FLOOR SUB-RESPONSIBLE.

In the case of disaster, they will report immediately to the dashboard or management console, by manual or emergency telephony devices,

or fire warning devices.

If the situation allows, they will try to dominate the fire with the elements available in the area (fire extinguisher) with the support of the Fire Brigade of the floor, without endangering the lives of individuals. If the disaster can not be controlled, they must evacuate all the personnel according to the established, stipulating that all the personnel will form in front to the meeting point of the floor.

They shall keep informed at all times to the Director of the emergence about what is happening on the floor or level.

They shall revise the bathrooms compartments and enclosed places, in order to establish the evacuation of the place.

The doors and windows will be closed and it will be not allowed the use of the elevators.

They shall keep the evacuation order, avoiding the actions that may create panic, speaking energetically, but doing without cry in order to keep calm.

The evacuation will always be in descending manner towards the ground level, whenever possible.

The floor responsible will inform to the Director of the emergency when all the personnel have evacuated the floor.

Those responsible for the not affected floors, when being informed of an emergency situation (ALERT), shall provide that all the personnel will form in front to the meeting point of the floor. Afterwards they will await the indications of the Director of the emergency in order to be able to evacuate to the visitors and employees of the place.

- FIRE BRIGADE.

Having received the alarm, the staff of that brigade will be established urgently in the damaged level.

Arriving at the level of the fire, the situation will be evaluated, if it is critical, the fire brigade will inform to the dashboard or management console for the evacuation of the upper.

The fire brigade shall assume the appropriated attack measures to fight the fiery process.

The fire brigade shall assume the utilization of the personal protective equipment for the members performing the tasks of extinction.

At the arrival of the Professional Firefighters, the fire brigade will report the measures taken and the tasks that are being made, giving the command to them (Professional Firefighters) and offering the collaboration if necessary.

4.1. GUIDELINES FOR THE PERSONAL OF THE FLOOR IN EMERGENCY

All the stable personnel of the building should know the general guidelines of the evacuation plan, for which the necessary precautions for the permanent information will be taken, especially the new entrants or members.

The personnel who observes an abnormal situation on the floor where develops its tasks, must give notice urgently as follows:

1) Notify to the floor Responsible.

2) Press the alarm button.

3) Use the emergency phone.

It is advised to the personnel to save all the values and documents, as well as disconnect the electrical devices, and to close doors and windows in their wake.

Thereafter, following the indications of the floor Responsible, the personnel will proceed to leave the place respecting the established rules for downhill (to walk down stairs), namely:

- Follow the instructions of the floor Responsible.
- Do not lose time picking up other personal items.
- Walk towards the assigned exit.
- Go down the stairs without speaking, without shouting or running, and breathing through the nose.

Once carried out the descent to the ground floor, the personnel will retire in order to the public road where they will head to the predetermined meeting point.

4.2. GUIDELINES FOR THE PERSONNEL IN GENERAL.

- Follow the instructions of the competent personnel.
- To know and to learn the safety devices and the facilities for firefighting protection.
- To know and to learn the exit means.
- Do not run, walk quickly closing doors and windows.
- Do not carry packages.
- Do not use elevators or lift trucks.
- No go back to the damaged sector.
- Descend whenever possible.

- The smoke and toxic gases are often more dangerous than the fire.
- If at the moment of the descent to the ground floor there is presence of smoke, go back down, avoiding polluting the respiratory system, since the smoke rises.
- Avoid the unnecessary risks.
- Avoid the panic.
- If you are trapped, place a rag under the door to prevent the entry of smoke.
- Find a window, signaling with a sheet or a cloth, to be located from the outside.
- Do not transpose windows.
- Once outside the building, meet in a safe place with the rest of the persons.
- Provide information to firefighting personnel.

4.3. EVACUATION OF DISABLED PERSONS.

The evacuation of sick, injured and disabled person, and/or pregnant women, should be planned in advance to ensuring their safety. It should be maintained and updated a permanent record of disabled persons for the purpose of establishing an emergency role for them. The Plan must provide for the case of emergency in the building, the trained personnel can operate a certain or specific elevator, under manual command, to remove such disabled persons.

The floor responsible (floor managers) will be the responsible persons for developing and instituting procedures to properly evacuate this kind of disabled persons.

The floor manager will be responsible for:

1. Determine the number and location of the persons with disabilities in their assigned area.
2. Preselect and assign an assistant to each disabled person. The sole function of this assistant will be to ensure the safe evacuation of the employee and to designate him, it must be take into account the physical strength.
3. Two assistants will be assigned by disabled person in a wheelchair or if this person can not walk.
4. Predetermine the most appropriate escape routes for all the disabled persons, and to review these routes with the assigned assistants.
5. Send to the Committee a list with the names and locations of the disabled persons and their assigned assistants.
6. Request to the nearby employees to help to anyone that gets sick or suffers injuries during an evacuation.
7. Compiling a checklist with the agreed points and check weekly leaving evidence.

ANNEX I

GENERAL CONSIDERATIONS.

- 1) Place in a visible place the evacuation plans and the meeting places, in such a way that everyone knows what are the safe routes of escape.
- 2) Place nonskid floors in the staircase.
- 3) Place a cartel in the elevators indicating that can not be used in case of fire.
- 4) To train the personnel in all matters relating to the evacuation plan as well as about the use of the fire extinguishers and the alarm systems.
- 5) Place smoke detectors.
- 6) If possible, place on each floor anti-smoke masks, and some distinctive signal for the Responsible of floor.
- 7) Check that fire extinguishers (extinguisher) are properly loaded, and the fire hydrants are in operating conditions.
- 8) Keep clean and clear the proximities to the emergency exits, as well as the evacuation staircase, preventing to accumulate combustible materials and any type of materials that prevent the free access and circulation.
- 9) Make sure that the emergency lights are in good condition, and the signaling of exits is clear and visible.
- 10) Activate the smoke detectors periodically to ensure that are in good condition.
- 11) Conduct evacuation simulacra at least once a year.

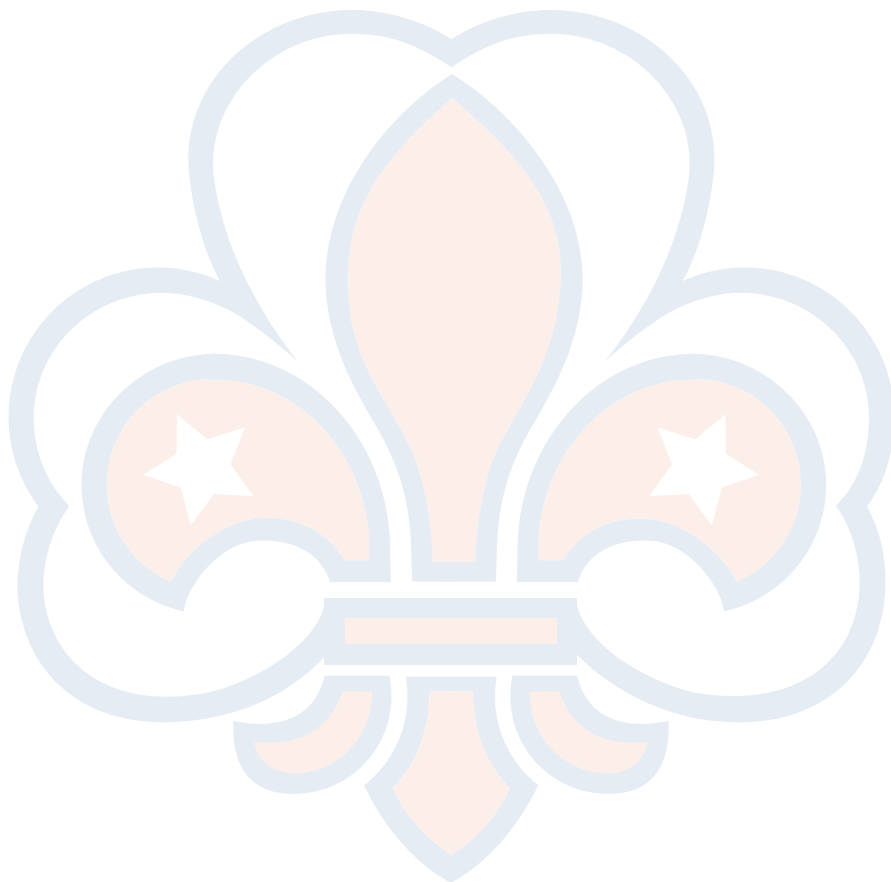
EVACUATION TECHNIQUES

- * **Alarm.**
- * **Meet alongside the mean of escape.**
- * **Proceed to evacuate:**
 - 1) **Floor affected**
 - 2) **Upper floors**
 - 3) **Rest of the building**
- * **Safe meeting point or place outside the building.**
- * **Recount of building occupants.**

| PROTECTION TECHNIQUES | | |
|--------------------------|----------------------------|-----------------------------|
| Preventive | Structural | Active |
| Installation of services | Structural resistance | Fire fighting installations |
| Design and furnishing | Sectorization | Regulation of the equipment |
| Fire charge | Evacuation means | Action of the Brigades |
| | Stairs and resistant doors | Simulacra |

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DROWNING

Water has been introduced in the respiratory system.

What do we do?

- We retrieve from the water the victim.
- We empty his mouth quickly.
- We place him upside down.
- We put our hands under the abdomen. We raise him, compressing his abdomen. Our goal is to expel all the water.
- If the victim is a small child, we can hold the feet to help remove liquid.
- If there are no breathing movements, we will blow artificially.
- If there is a cardiac arrest, we will massage.

BURNS

It is a simple burn, with redness and swelling of the skin

What do we do?

- We submerge the affected area in cold water; in this way we avoid the pain.
- If there is no nearby water, we put the burned part in contact with a cold surface (wall, table, floor, metal).
- We will try to leave the burn exposed to the open air. If not possible, we will cover with water.
- As it has been affected only the superficial part of the skin, the process following the burn is pigmentation, desquamation or peeling and definitive cure in a week.
- Do not apply creams.

In a second-degree burn, with pain, burning and loss of plasma which at first sight it is seen as a moisture

What do we do?

- We cool the area with tap water by placing the burnt sector under the tap.
- We treat it as a wound: we cover with gauze and bandage.

- For this type of burn, it is essentially to prevent an infection.
- We must check if the injured has its tetanus vaccine updated.

There is carbonization of tissues; we notice the skin with a dark brown and greenish coloration.

What do we do?

- Its recommended not to wet.
- Its recommended not to apply creams.
- We did not remove the adhering clothes.
 - We cover the victim with the clean cloth we have, discarding those that release lint. We drive urgently him to the Hospital.
 - If the victim does no vomit and is conscious, give him salt water to drink.

How do we help a person who has the clothes burned or clothing afire?

- We hold firmly to the person with the clothes in flames; enveloping him with a bag, a blanket or a non-synthetic doily and leaving uncovered, if possible, his head.
- This will prevent running and will avoid fanning the flames with his movements.
- We will place him on the floor.
- We slowly rotate the victim, striking with our hands the different parts of his body. First, by placating the flames around the head and shoulders, and then downward to the feet.
- We take care of our own integrity, placing us as the person being helped; at a height as close as possible to the floor, to avoid inhaling gases, smoke, hot air or flames, if we are in a room reached by the fire.
- If our own clothes start to catch fire, it should be appropriate also to involve us in a jacket or blanket, extending ourselves on the floor.
- If the clothing of the victim has been turned off, not remove it. In the case of the cloth is stuck to the wound, the removal must be carried out by a specialist to avoid the pain.
- We will remove the clothing quickly, only if it is soaked through in hot liquid.
- We will touch as little as possible the area of the burn.
- We will operate according to the degree of the burn.

And, ... If the burns are not by fire but by other products?

- Chemical burns are caused by caustic substances that, brought into contact with the tissues, corrode and mortify them.
- The effects produced are similar to those caused by the heat; therefore, the lesions are also called burns, and their effects are classified as those by the heat in three degrees, depending on their severity.
- Because the caustic substances sharply attack the tissues, it is essential to apply first aid immediately, in order to minimize the effects until the injured person receive medical attention.

What do we do?

- We wash thoroughly the zone affected with running tap water to dilute the caustic.
- When the lesions are produced by acid, after washing abundantly, we will apply a solution of water with sodium bicarbonate.
- In the case of burns due to alkaline substances (caustic soda, burnt lime, potash), after washing with water alone, we will wash with a solution of vinegar and water.
- We should incorporate one or both elements - bicarbonate vinegar to the first aid kit of the place where we are manipulating caustics.
- We will wash the affected areas again with clean water and will dry them softly with sterile gauze.
- We seek for medical attention as soon as possible.

And ... If it affects the eyes?, What do we do?

- We will place him on the floor.
- We will spill copious amounts of water in the internal edges of the eyes, making run he water to the outer edges.
- When performing this washing, we lift the eye lids carefully in order to ensure that the entire surface of the eyeballs is clean.
- Finally, before accompanying the burned person to the Medical Center, we will cover his eyes with sterile gauze dressings.

How to proceed against sunburn?

- The sunburn is an inflammation of the skin caused by overexposure to the sun radiation.
- In mild cases, it manifests itself merely as a reddening of the skin,

but for deep cases it may form blisters.

- The person with sunburn can suffer headaches, dizziness, fever, vomiting, and adverse reactions to the sun and shock.

What do we do?

- We place the injured person in the shade.
- We cool the burned area with water.
- The pain of the burn on the shoulders can be alleviated with cold compresses or supporting on the shoulders a plastic bag with crushed ice.
- Also have calming effect not perfumed creams and lotions that are specific for sunburn.
- We will avoid using butter or oil margarines that could cause infections if, possibly, containing traces of micro-organic flora.
- If blisters appear, never puncture.
- The injured surfaces must not be exposed to the sun until they have been cured.

SUNSTROKE-HEATSTROKE-HEAT ILLNESS

In general, the symptoms are: weakness, painful muscle spasms, dizziness...

What do we do?

- We indicate to the child or youth to be sit down in a fresh and ventilated place.
- We take care that in this place there are no air currents that may cool him excessively.
- We loosen his tight clothing and leave only the minimum essential, controlling that it does not gird his body.
- We put cool cloths on his head and in his joints. We are going renewing as heated.
- We dip the rest of his skin.
- We fan continuously him.
- We will bring liquids to him. The liquids should not be frozen but fresh. The aided person should drink in abundance, because it is the quantity and not the low temperature which will cause transpiration and decreasing of the body temperature.
- If the heat illness had caused unconsciousness, we place the person face up and we make ascending massage-from the ends toward the

base- in legs and arms, hydrating the skin with cold water.

- Heatstroke is a severe medical emergency. We will call the doctor or will take the aided person to the Hospital immediately. The delay can be fatal.

How to act against cramping caused by the heat? What do we do?

- Usually the aided person responds better to a firm pressure on cramping muscles than to a vigorous massage. The applications of towels embedded with tepid or warm water also relieve the cramps. Three or four doses of a salt solution administered at intervals fifteen minutes each. Large amounts of water without salt may precipitate or accelerate the disease.

COOLING-FREEZING

We notice a great paleness. The child manifests he does not feel his hands or nose as the cold has anaesthetized these parts. What do we do?

- We will monitor pulse and breathing.
- If clothing was wet, we will change it.
- We will avoid thermal shock, warming-up the child, gradually: We will transport him to a small room, heated, ensuring that he receives the heat slowly.
- Instinctively, the boy will place his hands on the hottest areas of the body, underarms, between his thighs.
- We do not allow him to approach to heat sources, until he recovers the normal temperature.
- We will massage his muscles.
- We will give to drink lukewarm or tepid and sweet infusions or simply tepid water.
- If the aided person is an adult, do not give him alcohol or cigarettes to avoid heatstroke. We do not use hot water bags.
- In any case it is recommended an immersion bath.

What is a freezing?

In freezing, the affected area, commonly lower and upper limbs, fingers, ears, nose, is white, cold and insensitive. The seriousness of the injury depends not only on the intensity of the cold but also how long

the victim was exposed to the low temperature.

What do we do?

- We will guard the victim.
- We will monitor pulse and breathing.
- With the first anomalies, we will operate by massaging the heart and/or by applying the artificial respiration.
- We will heat the affected area with warm or tepid water or supporting our hands on the affected part without massaging or rubbing.
- Just as with the burns, blisters will appear. We cover the blisters with gauze or compresses, while we proceed to the progressive warming.

To assist a person who has suffered a freezing:

- Never use hot water.
- Do not apply hot water bags.
- Do not apply fatty substances.
- Do not rub with snow.
- Do not hit.
- Do not pop or lance the blisters, if any.
- All the functions are based on the body recover its temperature gradually.
- After the first aid, the freezing cases must be treated in a Hospital.

INTOXICATIONS

What do we do?

- Faced with an intoxicated person, we will try to establish what the substance that caused the emergency was.
- Our objective is to neutralize it.
- If breathed gases, we will carry the victim to a well ventilated place; we loosen his tight clothing.
- Faced the contact of the toxic substances with the skin, we will remove clothing and wash with water.
- If the toxic substance has been ingested, in general, we do not provoke vomiting.
- When you, if possible by phone, consult to the Intoxicated Center, please indicate the product that caused the emergency. Every toxic substance has its own antidote.

What do we do if we live far away from the Medical Care Center?

- If the victim has ingested drugs or pesticides and if he is conscious, then we can provoke vomiting: by drinking warm or tepid water with salt and inclining his head down and forward; if necessary, we can insert our fingers or a small spoon in his mouth until his throat.
- In any case we will provoke vomit when: the patient is unconscious; he has burns in the mouth; he has ingested petroleum derivatives or caustic substances.
- Anyway, we will try to contact the doctor by all the means at our disposal.

Electrocution

If accidentally a person receives a high discharge of electricity, it can produce from a small “cramping” to the death due to a cardiac arrest.

What do we do?

- Do not touch his body nor the wire or the electric element until we have not removed from the electrical circuit.
- We loosen his tight clothing.
- In severe cases, the victim has a sensible pallor and his pulse is weak. It is necessary to apply external cardiac massage and respiratory reanimation
- We will treat the burns that could have produced as well as the fractures or hits
- We will urgently transport the aided person to the Medical Center, lying down and with the feet elevated to favor the encephalic circulation. This position will remain even when the injured person is conscious.
- A strong discharge of electricity can cause internal injuries, so we will move the victim as little as possible.
- Even if the discharge of electricity was small, we will observe the victim during the days following the accident.

We will be alerted by:

- Headaches.
- Buzzing ears.
- Nuisances to light (photophobia).
- Sleepiness.
- If manifested these symptoms, then we will consult the Medical Center.

What if the discharge of electricity was by lightning?

What do we do?

- Despite the powerful discharge of electricity that a lightning can transmit to the person, not always it produces injuries.

We must control, however, two crucial aspects:

- Heart rate.
- Presence of burns.
- And act accordingly.

STINGS OF AQUATIC ANIMALS

Jellyfish are animals with dished body, with variable length of tentacles and gelatinous aspect; being poor swimmers, the sea currents drag them to the coast.



The contact with these animals produces a local skin lesion with pain of varying intensity, and appear edema and blisters that usually finished being detached; if there is no infection, the healing process is of one or two weeks. Sometimes there is a general symptom manifested by fever and joint or muscle pain, if this symptom is more severe (very rare), tachycardia, hypotension, respiratory distress and collapse are observed.

What do we do?

- Washing the wound with sea water, abundantly, without rubbing the skin.
- Put alcohol and remove with gloves or tweezers the remnants of the jellyfish attached to the skin, then wash again with salt water.
- Place ointments, salves or pomades to soothe or relieve the pain.

Sea urchins are of spherical or ovoid shape, and are covered with thorns inside which is located a toxic substance.



When their spines penetrate into the skin, produce more or less intense pain, swelling and heavy bleeding, and these pain and edema lead to a functional disability. The general state is rarely affected.

What do we do?

- Soothe the pain.
- If you are near, please remove the spines by hand.
- In the case of being deep the thorns, we must transport the aided person to a Medical Center.

There are stingrays of river and sea. They have a discoid or rhomboid-shaped body, with a tail fin like a whip that the animal moves if feel attacked and at its end are one or two toothed tines.



With a violent movement of his tail the stingray can nail the barb or the tines on the victim and, trying to remove it, the animal torn the tissue and simultaneously secretes poison, which produces an immediate, intense and stinging pain, which never ceases and sometimes it becomes unbearable. The area becomes red and edematous, the pain irradiates and the tissues are torn apart; festering wound with an intense violet color slow to heal. Sometimes it can be affected general condition, tachycardia, hypotension, nausea, vomiting, respiratory disorders, tremors; fatal cases are exceptional. The injury becomes ulcerated with an intense violet color slow to cicatrize. Sometimes it can be affected the general condition with tachycardia, hypotension, nausea, vomiting, respiratory disorders, tremors; however the fatal cases are exceptional.

What do we do?

- Wash the injury abundantly, apply common disinfectants and immerse the affected area in boiling water during half to an hour, as hottest as can be supported, because the temperature inactivates the poison; This will be repeated until the pain disappear.
- Make prophylaxis against tetanus.

IV - SELF PROTECTION HANDBOOK

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Hazardous or Dangerous Materials and/or Substances: receive this designation all the substances that on solid, liquid or gaseous state have the property to cause damage to people, properties and environment.

Safety Precautions

Upon the occurrence of an incident and/or accident involving dangerous substances, the following precautions shall be taken.

1. Come near carefully downwind.

Avoid entering to the accident zone. If there are victims of the accident, they can be rescued only by qualified personnel with appropriate protective equipment.

2. Secure the place.

Without entering into the danger area, isolate the area and assure the population and the environment. Keep people away from the scene, outside the security perimeter, in a sector with favorable wind (downwind). Allow the adequate space to move and remove your own team.

3. Identify the risks.

The posters, tags, shipping documents and/or knowledgeable local people, are sources of very valuable information. Evaluate all the information you have and consult the recommendations of the guide of hazardous and/or dangerous substances to immediately reduce risks. New information provided by the shipper or responsible person of the product, or obtained from another authoritative source, may change some of the details or the emphasis encountered in the guide. The more specific information about the material you have, the answer will be most appropriate to the situation.

Try to keep and/or obtain the following information:

- Its name, phone number and fax number.
- The location and nature of the accident.
- Name and ID number of the material/s involved.
- Point of origin of the cargo (company, location, phone number).
- Name of the transport or shipping company, patent number or license plate number or truck.
- Type and size of the container or packaging.
- Quantity of transported material and quantity of released material

- Local conditions (temperature, terrain, proximity to schools, hospitals, etc.).
- Existing victims (with lesions or intoxication), persons who were exposed to the product.
- Local emergency services that have been notified.

4. Evaluate the situation.

Consider the following:

There is a fire, a spill or a leak or escape?

What are the weather conditions?

How is the terrain?

Who/what it is at risk: persons, properties or the environment?

What actions should be taken?:

- Is an evacuation necessary?
- It is necessary to build a dam of contention or barrage?
- What resources are needed (humans and/or materials)?
- Which/What are immediately available?

5. Call for help.

Report about the situation to your bosses to notify to the responsible agencies and ask for support of specialized personnel.

6. Decide about the entrance to the place.

Avoid becoming part of the problem trying to rescue people, to protect property or environment without the appropriate protective equipment. Enter to the area affected only when using the proper protective equipment.

7. Reply.

Reply in an appropriate manner. Set up a command post and communication lines. Rescue casualties where possible and evacuate if necessary. Maintain the control of the place. Evaluate the situation and modify the response accordingly.

Important: Avoid touching or walk through the spilled material. Avoid the inhalation of gases, smoke and fumes, especially if you do not know what hazardous/dangerous materials are involved.

The gases may be colorless and odorless and very toxic.

Consultation of Emergency Guides for the transport of hazardous/dangerous substances New!

Classification

1. The United Nations, following the International Classification System, distinguishes nine classes, according to the following graphic:

CLASS 1 - EXPLOSIVES



CLASS 2 - GASES



CLASS 3 - FLAMMABLE LIQUIDS



CLASS 4

4.1 FLAMMABLES SOLIDS



4.2 SELF-HEATING SUBSTANCES



4.3 SUBSTANCES THAT IN CONTACT WITH WATER EMIT FLAMMABLE GASES



CLASS 5 - OXIDANTS SUBSTANCES AND ORGANIC PEROXIDES

5.1 OXIDANTS SUBSTANCES



5.2 ORGANIC PEROXIDES



CLASS 6 - TOXIC SUBSTANCES (POISONOUS) AND INFECTIOUS SUBSTANCES

6.1 TOXIC SUBSTANCES



6.2 INFECTIOUS SUBSTANCES



CLASS 7 - RADIOACTIVE MATERIALS



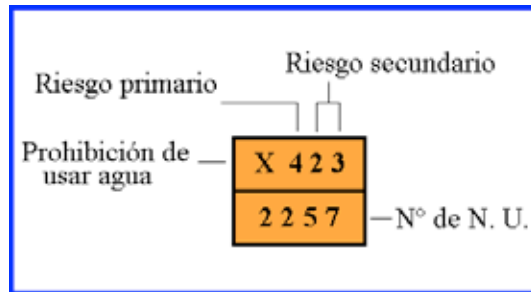
CLASS 8 - CORROSIVE MATERIALS



CLASS 9 - VARIOUS HAZARDOUS/DANGEROUS SUBSTANCES



The European Economic Community has established a system based on the United Nations system (U.N.). The signal is a rectangle with orange background, letters and numbers in black. In the lower part the product identification number reported by United Nations and in the upper part the identification number of risks according to U.N. (HIN). The letter X prior to HIN means do not use water. Plate of the E.E.C.



Riesgo primario: Primary risk

Riesgo secundario: Secondary risk

Prohibición de usar agua: Prohibition to use water

Nº de N.U.: Nº of U.N.

The system currently adopted by the Latin-American MERCOSUR, is complemented by the United Nations rhombus corresponding to the Primary risk.

Factors to be considered in the decision about protective actions

The selection of Protective Actions for a given situation depends on several factors.

The evacuation or the protection in place may be appropriate. Sometimes these two actions can be used in combination.

In any emergency, the authorities quickly need to provide instructions to the population. The population will need continuous information and instructions while is being evacuated or protected in place.

For taking decision about the Protective Actions to be implemented, it should be take into account the following factors:

The Hazardous/Dangerous materials:

- Health risk.
- Quantity involved.
- Containment/control of spill/neutralization.
- Velocity of the toxic gas movement.

Threat to the Population

- Extension of the affected area.
- Number of persons affected or exposed.
- Time for evacuating or protecting in place.
- Types and locations of the evacuation points.
- Presence of hospitals, schools, nursing homes, prisons, etc.

Climatic and geographical conditions.

- Performance of the toxic gas in the atmosphere.
- Forecast of the weather changes.
- Recommendations concerning the evacuation or the protection in place.
- Topographical characteristics, buildings, trees, etc.



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Belgium

Tel/fax : +32 2 511 46 95
E-mail: worldbureau@isgf.org
Website: <http://www.isgf.org>

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