

# INSTITUTO DE FÍSICA DE CANTABRIA EMERGENCIAS PLAN

## (December 2020)

### OFFICIAL REGULATIONS

**R.D. 393/2007, by which the Basic Self-protection Rule is approved and Decreto 24/2015, that regulates the Self-protection Plans in Cantabria.**

**Self-protection concept.** It is understood as self-protection the body of actions and measures oriented to prevent and control the risks for both people and goods, to give appropriate response in the possible emergency situations and to guarantee the integration of these actions in the public civil protection system.

**Self-protection plan.** It is the document that establishes the organic and functional framework expected for a place, building, space or installation, with the goal of **prevention and control of the risks for both the people and the goods, and to provide appropriate response in the possible emergency situations**, in the area under the responsibility of the owner of the activity, guaranteeing the integration of these actions in the **public civil protection system**.

### IFCA EMERGENCIAS TEAM

IFCA has an emergencies team that will be in charge of the coordination of the whole procedure in an emergency situation, both with the UC security service (**942 200999**) and the emergencies centre (**112**) if needed. This team includes members of the administration and management (direction) and has been set up to act in emergency situations. The emergencies **Control Centre** (CC) is located at the IFCA entrance lobby, in front of the administration offices; this is the meeting point of the emergency team members and it is the place where the plan of action is developed (detect the source, decide whether evacuate, and arrange evacuation of necessary). In case of evacuation, the emergencies team (all of them wearing a vest) will supervise the evacuation of the different building floors.

When the alarm sounds, the emergencies team will meet at the control centre, deactivate the alarm and identify the source of the problem, to decide whether evacuate or not. If the decision is to evacuate then the emergencies team will activate again the alarm, and this time it will sound until further notice.

As a general rule, **if the alarm siren remains on (active for more than 2 minutes) that means evacuation.**

### STEPS TO FOLLOW (FOR THE IFCA PERSONNEL)

In case of alarm the IFCA personnel must proceed as follows:

- If the alarms siren sounds longer than 2 minutes, or if it sounds briefly but after that it sounds again for a longer time, the building must be gradually evacuated and personnel have to stay at the outdoor meeting point (red dot in the figure, within the parking lot in front of the IFCA main entrance), strictly following the indications given by the emergency crew, if already in place.
- If once outside the building you do not see people in the control centre (because it is a holiday or you are in non-working hours), you will have to call the UC Security Service (**942 200999**) once you reach the meeting point and tell them about what has happened. They will take over and from that moment they will be in charge of the emergency.
- IN NO SITUATION you will try to look for the alarm source neither you will interact with the control switchboard; the procedure will be coordinated by the emergencies team. The personnel ONLY will have to reach a safe place by moving to the meeting point and informing Security if necessary (if there were no person at the Control Centre).
- You will have to **remain at the Meeting Point** until a headcount is performed and you are told that you can return to the building and/or leave the meeting point.

