	<b>ORDER OF DISCALCED CARMELITES</b> <b>DURUELO HOSPEDERIA</b> <b>EMERGENCY AND CONTINGENCY CARE PLAN</b>		
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**DURUELO HOSPEDERIA**



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## **INTRODUCTION**

Order of Discalced Carmelites- Hospedería Duruelo/Villa de Leyva, committed to protecting the environment and protecting the health and safety of employees, guests, visitors and contractors, has worked on a process aimed at preventing and responding to emergencies, with the elaboration and implementation of the Emergency Plan, a document that defines and formalizes the actions to be developed in the attention of emergency situations that could arise, whether they are natural, anthropogenic, social or technological threats, both internal and external, that may at a given moment trigger disasters and/or provoke emergency situations.

For the Order of Discalced Carmelites-Hospedería Duruelo, it is essential to initially comply with the legal regulations that govern all organizations for the establishment of Plans for Prevention, Preparation and Response to Emergencies and Emergency Brigades; especially in the fulfillment of its essential function, to protect the rights of the users of the General System of Social Security in Health through inspection, surveillance, control and the exercise of the jurisdictional and conciliation function, in a transparent and timely manner.

Therefore, through education, training, resources and preparation, a timely and correct response is sought from the Emergency Brigade, as well as from Collaborators, clients, guests, visitors and contractors.

This emergency condition can attack everyone. Emergencies are situations that arise, are generated, slowly or instantly, but within a cause-effect relationship, which forces us to think of strategic forms and procedures conducive to mitigating the social, economic, and even cultural impact that they can have on communities. persons.

There are many and varied disaster scenarios that we can imagine when we refer to the term emergency, because sometimes it is imposed by nature itself and others because the hand of man and his own intelligence intervene voluntarily and involuntarily at the service of scientific and technological development. .

The Emergency Plan organizes the people and resources available to guarantee intervention before, during and after an emergency occurs.

**JUSTIFICATION**

Through planning, preparation, mitigation, response and recovery from emergencies and disasters, it is sought that the direct and indirect consequences are less and less. The emergency prevention, preparation and response plans seek to eliminate/reduce vulnerability to threats, through the necessary measures that guarantee the survival of those directly or indirectly involved and the reduction of costs for damage to furniture, equipment and equipment.

Order of Discalced Carmelites- Hospedería Duruelo, concerned about the well-being of its employees and the community in general, and taking into account the effects of high severity that emergencies can cause, decides to prepare this document, aimed at protecting the integrity of people, as well as material goods, for which it will have the necessary economic, physical and human resources.

**CHAPTER I. GENERAL REQUIREMENTS.****1. OBJECTIVES****1.1. GENERAL OBJECTIVE.**

Generate and establish skills, conditions and procedures that allow all the collaborators of the Order of Carmelitas Descalzos-Hospedería Duruelo, to prevent and protect themselves in cases of threats or disasters that endanger their integrity, through rapid, coordinated and reliable actions, tending to protect themselves, move through and to places of lower risk (evacuation) and/or have an organizational structure to provide adequate health care in the event of injury.

**1.2. SPECIFIC OBJECTIVES.**

- Identify and apply a planning process in prevention, forecasting, mitigation, disaster preparedness, care and recovery.
- Prepare the inventory of human, physical, technical and financial resources, both internal and external, available to the company to attend to its own emergency events.
- Identify threats, determine vulnerability and define levels of risk against are.
- Identify and prioritize the internal, direct external and indirect external threats that can affect the hostel and analyze the percentage of vulnerability of the hostel to face an emergency.
- Identify actions aimed at improving risk conditions to reduce their impact and reduce the level of vulnerability.

- Identification of the current conditions of existing resources and identification of resources needed for the initial response to an emergency.
- Establish simple and practical reaction procedures for evacuation of the lodging and reaction to the main threats identified.
- Establish a comprehensive emergency training plan for employees.

## **2. POLICIES OF THE MANAGEMENT SYSTEM.**

### **2.1. Quality Management System Policy**

At the OCD Hospedería Duruelo, we provide quality services in accommodation, food and beverages, spa, groups and conventions, satisfying the needs of our clients, just in time, meeting the requirements

legal; supported by: continuous improvement, warmth in our services and a competent and motivated human team. The most important thing is our client we work with love and quality.

### **2.2. Sustainability Management System Policy.**

At OCD Hospedería Duruelo, aware of our responsibility to the environment and the community, we are committed to developing a sustainable tourism activity, making efficient use of natural resources, conserving our natural heritage and being promoters of sustainability in our destination.

We are also committed to promoting and preserving the cultural and historical heritage of Villa de Leyva as a benchmark for responsible tourism. Likewise, we will work for the continuous improvement of the quality of life of our community, collaborators and allies, being pillars of their well-being and the achievement of their life project.

For this reason, we continuously strive to make our clients, guests, collaborators, suppliers and the community in general part of this commitment, respecting their rights and promoting the fulfillment of their duties with sustainability, in search of a better tomorrow for our future generations; Likewise, we are guarantors of the prevention of commercial sexual exploitation of children and adolescents (ESCNA) associated with tourist activity.

## **23. Occupational Health and Safety Management System Policy.**

In the Order of Carmelitas Descalzos Hospedería Duruelo, we are dedicated to the service of accommodation, food and beverages, groups and conventions, in search of continuous improvement, under the leadership of our directors, who assume the authority, responsibility and application of the management system of safety and health at work, supported by quality and sustainability management systems to ensure the protection of our employees, contractors, subcontractors and visitors,

providing the necessary resources for the execution and development of the SG-SST in , accordance with the applicable legal regulations. We seek the creation of strategies for our collaborators, focused on prevention, awareness and reduction of work absenteeism; With constant vigilance, we carry out activities to identify hazards, acts and unsafe conditions, we evaluate and assess the risks that may affect their physical and working conditions; a culture of self-care, sense of belonging and incident reporting. We promote the participation of the copasst, the labor coexistence committee and the emergency brigades that work together to reduce costs in the sg-sst, in order to establish adequate actions and channels for the dissemination of safety and health actions in the job.

In development of this policy and the continuous improvement of the SG-SST, it will be reviewed periodically, and it will be communicated, disclosed to our interested parties.



## 3. LEGAL FRAMEWORK

STANDARD - YEAR	REQUEST
<p><b>Title III and Title VII Law 9, January 24, 1979 (Code Sanitary National)</b></p>	<p><b>Title III:</b> Standards to preserve, conserve and improve the health of individuals in their occupations.</p>
	<p><b>Art. 93 - Circulation areas:</b> Clearly demarcated, with sufficient width for the safe transit of people and provided with adequate signage.</p>
	<p><b>Art. 96 - Exit doors:</b> In sufficient number and with appropriate characteristics to facilitate the evacuation of personnel in the event of an emergency or disaster, which may not be blocked or secured during the work day.</p>
	<p><b>Art. 114 Prevention and extinction of fires:</b> Have trained personnel, adequate and sufficient methods, equipment and materials.</p>
	<p><b>Art. 116 - Equipment and devices for fire extinction:</b> With design, construction and maintenance that allows its immediate use with maximum efficiency.</p>
	<p><b>Art. 117 - Equipment, tools, installations and electrical networks:</b> Designed, built, installed, maintained, operated and signaled in a way that prevents the risk of fire or contact with elements under voltage.</p>
	<p><b>Art. 127 – Preventive Medicine and Basic Sanitation:</b> Every workplace will have the necessary facilities and resources to provide first aid to workers.</p>
	<p><b>Title VII:</b></p> <p><b>Art. 501:</b> Each emergency committee must prepare an emergency plan for its respective jurisdiction with the results obtained in the vulnerability analysis. In addition, the different types of disaster that may occur in the respective community should be considered.</p> <p>The National Emergency Committee will prepare a model with instructions that will appear in the contingency plans for the approval of the Ministry of Health.</p> <p><b>Art. 502:</b> The Ministry of Health will coordinate training and education programs for contingency plans in health aspects related to emergencies or disasters.</p> <p><b>Paragraph:</b> The National Emergency Committee must, must monitor and control the training and training tasks that are carried out for the proper functioning of the contingency plans.</p>

STANDARD - YEAR	REQUEST
<b>Resolution 2400 of 1979</b> (Statute Security Industrial)	<b>Art. 4 – Buildings and premises:</b> Safe and firm construction; roofs or trusses with sufficient resistance to the effects of wind and its own load; foundation or floor without surcharge; structural steel safety factor (4 for static loads and 6 for dynamic loads)
	<b>Art. 14 – Communication stairs between floors of the building:</b>  With conditions of solidity, stability and security, preferably of incombustible materials and spacious.
	<b>Art. 205 – Danger of fire or explosion in work centers:</b> Provided with water intakes with their corresponding hoses, reserve tanks and fire extinguishers.
	<b>Art. 206 – Constructions under risk of fire and explosion:</b>  Equipped with fire walls to prevent the spread of fire between one work place and another.
	<b>Art. 207 – Emergency Exits:</b> Sufficient, free of obstacles and conveniently distributed.
	<b>Art. 220 – Extinguishers:</b> Adequate depending on the fuel used and the class of fire.
<b>Decree 1400 of 1984 and Regulatory provisions NSR 10</b>	<b>Art. 223 – Fire Brigade:</b> Duly trained.  Colombian Code of Earthquake Resistant Constructions UPDATED by NSR 10 COLOMBIAN REGULATION OF EARTHQUAKE RESISTANT CONSTRUCTION NSR-10 (NSR earthquake resistance standard)- VERSION UPDATED
<b>Decree 614 of 1984, March 14, 1984</b>	Based on the articles Arts. 28 to 30, the obligation to permanently execute the occupational health and safety program is established for all organizations, which expresses the need to organize and develop an emergency plan taking into account the preventive, passive or structural and active or control.
<b>Law 46, November 2 1988 – System National for the prevention and disaster care</b>	The National System for Disaster Prevention and Attention is created and organized.
<b>Resolution 1016 of March 31, 1989</b>	<b>Article 11, numeral 18:</b> The organization, operation and forms of occupational safety and health programs are regulated.  It mentions that entrepreneurs must organize and develop an emergency plan taking into account the following branches:



STANDARD - YEAR	REQUEST
<b>Resolution 1016 of March 31, 1989</b>	<p><b>"Preventive branch:</b> Application of legal and technical standards on fuels, electrical equipment, heat sources and dangerous substances typical of the company's economic activity."</p> <p><b>"Passive or Structural Branch:</b> Construction design of buildings with resistant materials, sufficient and adequate evacuation routes for evacuation, according to the existing risks and the number of workers".</p> <p><b>"Active and Emergency Control Branch:</b> Formation and organization of emergency brigades (Selection, training, emergency and evacuation plans), detection system, communication alarm, selection and distribution of fixed or portable equipment (manual or automatic) inspect signaling and maintenance of control systems".</p>
<b>decree Legislative 919, May 1, 1989</b>	<p>Organization of the National System for disaster prevention and care, made up of public and private entities.</p>
<b>Law 100 of 93 Law 1562 of 2012</b>	<p><b>Book III: General System of Professional Risks.</b> "By which the Professional Risk System is created", modified by Law 1562 of 2012. Occupational Health and Safety</p>
<b>Decree Law 1295 of 1994, June 27, 1994. General System of Professional Risks</b>	<p><b>Article 35 – Prevention Services, Literal b:</b> Basic training for the assembly of the first aid brigade</p>
<b>DECREE 1295 OF JUNE 22, 1994:</b>	<p><b>Article 35, literal b,</b> Basic Training for the assembly of the First Aid Brigade.</p>
<b>Law 1575 of 2012. Fire Law</b>	<p>Fire prevention is the responsibility of all the authorities and the inhabitants of the Colombian territory.</p> <p>In compliance with this responsibility, public and private organizations must consider the contingency of this risk in real estate such as natural parks, buildings, urban development programs and facilities, and advance plans, programs and projects aimed at reducing their vulnerability.</p>
<b>Decree 93, January 13, 1998</b>	<p>By which the National Plan for the Prevention and Attention of Disasters is adopted.</p>
<b>Decree 723 of 2013</b>	<p>Inclusion of contractors for the provision of services to the General System of Occupational Risks.</p>



STANDARD - YEAR	REQUEST
<b>Decree 3888 of 2007</b>	<p>“By which the National Emergency and Contingency Plan for events of Massive Influx of the Public is adopted and the National Advisory Commission for Massive Programs is formed and other provisions are issued.”</p> <p><b>Art. 2:</b> The objective of the National Emergency and Contingency Plan for events of mass influx of public is to serve as a guiding instrument for the design and implementation of activities aimed at preventing, mitigating and providing the National System for the Prevention and attention of disasters with a tool that allows coordinating and planning the control and care of risks and their associated effects on people, the environment, and facilities in this type of event. This plan will be supplemented by existing regional and local provisions.</p>
<b>Decree 3888 of 2007</b>	<p><b>Art. 5:</b> Update of the Plan when the circumstances warrant it, the National Emergency and Contingency Plan for events of Mass Influx of Public must be updated by the National Committee for the Prevention and Attention of Disasters or by the National Technical Committee, by delegation received from him, in any case, with the advice of the National Advisory Commission for Massive Programs created by this Decree.</p> <p><b>Art. 20:</b> Institutional Plans. The Operating Bodies of the National System for the Prevention and Attention of Disasters will elaborate their own institutional plans for the attention of the events of mass influx of public events, which are articulated with the Local Emergency and Contingency Plans for events of mass influx. of public.</p>
<b>CONPES 3146 of 2001</b>	Strategy to consolidate the execution of the National Plan for the Prevention and Attention of Disasters-PNPAD in the short and medium term.
<b>DECREE 2190 OF 1995</b>	Elaboration and Development of the National Contingency Plan.
Unified circular Ministry of Social Protection of 2004 <b>Of the</b>	<b>Point 14 – numeral b:</b> reference is made to the topic of Brigades of Emergency, Emergency Plans and Evacuation.
<b>AGREEMENT 341 OF 2008. Article 2</b>	<p>The entities that make up the District System for Prevention and Emergency Care -SDPAE- within the following three months</p> <p>Upon approval of this Agreement, they must have prepared, implemented and sent to the Direction of Attention and Prevention of</p>

STANDARD - YEAR	REQUEST
	<p>Emergencies -DPAE- for its approval, its Institutional Plans of</p> <p>Response to Emergencies -PIRE- contemplated in Resolution 137 of 2007 that adopts the Emergency Plan of Bogotá.</p>
<p><b>Rules international NFPA–National Fire Protection Association (Association National of protection against the fire of state United)</b></p>	<p>NFPA 1: Fire Prevention Code</p> <p>NFPA 10: Establishes the type, distribution and use of fire extinguishers laptops</p> <p>NFPA 30: Storage of Flammable and Combustible Liquids</p> <p>NFPA 75: Protection of Electronic Computing Equipment</p> <p>NFPA 72: Alarm Systems (series 72)</p> <p>NFPA 101: Life Safety Code</p> <p>NFPA 600: Fire Brigade Training</p> <p>NFPA 1600: Recommended Practices for Disaster Management</p>
<p><b>Order Technical Standards National</b></p>	<p>NTC 1410: Graphic Signaling Symbols</p> <p>NTC 1461: Colors and Safety Signs</p> <p>NTC 1867: Fire Signal System</p> <p>NTC 1916: Fire extinguishers. Classification and testing</p> <p>NTC 1931: Hygiene and Safety. Fire safety. signals</p> <p>NTC 2885: Portable Fire Extinguishers. Generalities</p> <p>NTC 4166: Fire Protection and Extinguishing Equipment</p>

HOSPEDERÍA Y CENTRO DE CONVENCIONES

#### 4. SCOPE

This Emergency Plan assigns the responsibilities of the collaborators, contractors, guests, clients, visitors and other interested parties of the Order of Discalced Carmelites-Hospedería Duruelo, and establishes the measures to be taken and the actions to be followed before, during and after of an emergency.

Emergency situations can range from an isolated incident characterized by a quick solution, to a major disaster that requires a coordinated response from all employees, contractors, guests, clients and visitors. Taking into account the legal requirements, the Emergency and Contingency Plans are linked, as part of the actions aimed at minimizing the environmental impact that waste, discharges, emissions and damages caused by the occurrence of the natural event or origin may generate. anthropic (technological).

#### 5. DEFINITION OF BASIC TERMS - THREAT: latent

danger associated with a physical phenomenon of natural origin, of technological origin or caused by man that can manifest itself in a site **HOSPEDERÍA DURUELO**

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specific and in a given time, producing adverse effects on people, goods, services and the environment. Technically it refers to the probability of occurrence of an event with a certain intensity in a specific place and in a certain period of time.

- **VULNERABILITY ANALYSIS:** is the process by which the level of exposure and the predisposition to loss of an element or group of elements in the face of a specific threat is determined.
- **LIQUID FUEL:** liquid whose flash or flame point is 37.8 °C or plus.
- **CONTINGENCY:** event that is likely to occur, but is not certain to occur. A contingency is therefore a possible event with greater or lesser probabilities of occurring, contingencies as events can be both spontaneous and provoked, since they are not foreseen.
  
- **DISASTER:** situation caused by a phenomenon of natural, technological or man-made origin that means intense alterations in people, goods, services and the environment. It is the effective occurrence of an event, which, as a consequence of the vulnerability of the exposed elements, causes adverse effects on them.
- **EMERGENCY:** any situation generated by the real or imminent occurrence of an adverse event, which requires a mobilization of resources that exceeds the response capacity.
- **SCENARIO:** description of a possible future and the trajectory associated with it.
- **EVENT:** description of a natural, technological or man-made phenomenon in terms of its characteristics, severity, location and area of influence.
- **CONTINGENCY PLAN:** component of the emergency and disaster plan that contains the procedures for prompt response in the event of a specific event.
- **EMERGENCY PLAN:** definition of policies, organizations and methods, which indicates how to deal with an emergency or disaster situation, in general and in particular, in its different phases.
- **HAZARD:** is a source or situation with potential harm in terms of injury or illness, damage to property, the work environment or a combination of these.
- **PREVENTION:** set of measures and actions arranged in advance in order to avoid the occurrence of an event or to reduce its consequences on the population, goods, services and the environment.
- **RISK:** a threat evaluated in terms of its probability of occurrence and its expected potential severity.
- **LOSS:** it is an unwanted, unexpected event that can produce negative consequences on people and material goods. The incident generates the emergency, if the response capacity of the company is insufficient to control it.
  
- **DRILL:** role-playing exercise that takes place in a real scenario or construction as possible to resemble it.

- **VULNERABILITY:** internal risk factor of a subject or system exposed to a threat, corresponding to its intrinsic predisposition to be affected or to be susceptible to suffering a loss. The difference in the vulnerability of the elements exposed to an event determines the selective nature of the severity of the consequences of said event on them.

## CHAPTER II. DESCRIPTION OF THE ORDER OF DISCALCED CARMELITES HOSPEDERÍA DURUELO/ VILLA DE LEYVA.

### 1. HISTORICAL REVIEW

Name that evokes the small place in Castile where San Juan de la Cruz, the greatest lyrical poet, began the mystical dialogue of the spiritual song that immortalized him.

Given the prospects of a work that would benefit both the municipality, the municipal council offered this place in 1966, then wild and vacant, popularly known as the potreritos. Once the offer was accepted, a Spanish priest was provisionally in charge of the project. They managed to legalize the first property titles in February 1968. He immediately ordered the geological study of the land, surrounded the property and began planting trees.

With great enthusiasm from the people, the first stone was laid on Sunday, June 16, 1968.

However, the construction of the building took longer than expected, due to preliminary plans and plans that were not convincing, together with the insufficiency of available funds.

It was in the month of January 196 when the provincial chapter reiterated its decision to carry out the project as soon as possible and elected Fr. Hernando Uribe Carvajal, the father then asked Fr. Rafael Eugenio Mejía Maya, assumed the construction. Both religious would relajar the so dreamy plan.

## HOSPEDERÍA Y CENTRO DE CONVENCIONES

### **THE PROJECT**

The original idea of its management, launched in 1956 by a young religious in the convent of the Order of Discalced Carmelites in the fortunate town today, was to build a guest house to welcome those fleeing from the madding crowd, who feel the need to enter their interior to listen to the demands of the spirit and give a new direction to their existence.

Captivating with the plan, in the first general assembly of the religious, held in August 1964, the provincial Fr. Valeriano Laveaga insinuated it. And although at the moment it had hardly any resonance, various locations soon began to emerge, predominantly a town due to its environmental conditions and the possibilities of tourism that was already timidly emerging.

Without having an economic base, they only had the audacity of those who have made the greatness of the peoples. Relying on the generosity of the communities of the order and on donations from friends and benefactors, as well as bank loans, starting from the national tourism corporation, there was hardly any

meager initial fund, the 1966 provincial chapter officially approved carrying out the envisioned plan.

### ***THE SCRIPTURES***

Duruelo functions legally before the state under the various activities that it intended to carry out, for which it was assigned as the corporate name HOSPEDERÍA DURUELO. As a guesthouse, it evokes the tradition of monastic guesthouses that have served both the church and society in the past and that today have been restored in various European countries.

Due to the land offered by the municipality being vacant, an ownership lawsuit was initiated which, as an owner did not appear, by national law was ruled in favor of the municipality on January 26, 1968. The first deed granted to the order of Carmelitas Descalzos dates from the month of February 1968, with the donation of 5 ha.

Foreseeing inconveniences that could arise in the future, the municipal council ceded another 18 ha in May 1969.

However, in order to clarify some points vulnerable to being misunderstood, in October 1970 a third deed called for clarification and declarations was made, which succeeded in overcoming the ambitions of the crazy politicking of the day.

### ***THE PLANS***

The topographic plans were made by the engineer Dr. Alberto Ruiz Erazo in 1967 and 1969. The first draft of the building was designed by a supposed Spanish architect named Francisco Martínez in February 1966, who was not satisfied due to its inconsistencies.

Later, in 1968, the Spaniard Paulino Gómez Bastera, partner of the company "Rubio y Gómez Ltda.", was commissioned to prepare the first plans, but due to his reluctance to accept the requested reforms, his services were dispensed with. In the year 1969, the architect from Tunja, Honorato Manrique, presented a schematic blueprint, which was not viable either, because it was anti-functional and costly.

I went like this, with no more plans than some designs of the priest in charge and expert master builder Bernardo Manrique Salazar, the construction was undertaken, according to the typical architecture of the place.

However, given the demand for plans by benefactor and financial institutions, in August 1969 the architect Antonio Álvarez-Lleras, a professor at the Universidad de los Andes, was commissioned to draw up the final plans.

These included the buildings of the first three levels and the central section of the social area. The architect Horacio Parra Soto, partner of the firm "Aldana Parra y CIA" that would carry out the entire project, offered his services free of charge.

### ***THE CONSTRUCTION***

On July 21, 1969, the works began, beginning with the residential area of the second level. They included six rooms and a living room, adding in 1975 to the south six more and a second room. Between 1984-1985 eight more were added to the south and a third room. Beneath the second level there were some cellars that



between 1976-1977 they were converted into ten rooms and a game room. It is the first level, directed by the architect Jorge Muñoz Pérez. And in front of the tennis court, 7 rooms were built below the parking lot in May 2008.

On May 5, 1970, the construction of the social area began, which includes on the first floor: reception, administration, conference room, cafeteria (today auxiliary room), laundry, wardrobe and unloading area; on the second floor two rooms to the south and six to the east (now converted into two conference rooms), living room (today a bar), two dining rooms, balcony, kitchen, pantry, employee dining room (previously an employee bedroom), common bathroom and two conference rooms to the northeast. On March 15, 1973, the official inauguration took place in a very austere manner, with the presence of the plenary council of the Carmelites.

The third level of rooms, built during the management of Fr. Gonzalo Zapata Puerta and under the direction of the architect Eduardo Aldana, partner of the company "Aldana Parra y CIA", was inaugurated in 1984.

To P. Hernando urbe is responsible for the extension of the second level to the south in 1987 with 7 rooms and two living rooms, the fourth level in 1988 with 13 rooms and a living room, the original Monte Carmelo auditorium in 1992 (replaced in 2009 by the current ), the remodeling of levels one and two in 1990, the typical restaurant and the Italian restaurant, both inaugurated in 1991 in the place where a zoo had been operating since 1970 and the lake dating from 1992; all this with plans and direction of the firm Aldana parra and CIA

### **ENDOWMENT**

The origins of the movable property with which the Inn was endowed in its beginnings are very diverse.

The carpentry works were contracted with carpenters from Tunja, Chiquinquirá and Nobsa, although most of it was made by Bernardo Valencia, a native of Sonsón. The antique furniture was donated by the Carmelite convents and monasteries of the country.

A gift was that of the businessman engineer Jaime Morales Arenas who collaborated with 120 wrought iron lamps for the lighting of the interiors. The decoration of the corridors was made with old prints of excellent national and foreign painters.

Those of the rooms with crafts made in the population. The lingerie came from various commercial industries in Medellín and Bogotá. The crockery was ordered from the Medellín brand Corona and from the Carmen de Vival factories through Colombian handicrafts, while the kitchen utensils were ordered from IMUSA.

Little by little, the provision was completed with an emergency power plant, internal telephone plant, office equipment, industrial laundry, etc.

### **ORGANIZATION AND OCCUPATION**

The Manizalita lady Doña Graciela Londoño Lara was responsible for the first organization of the inn.

On July 20, 1973, it was opened to the public with an initial endowment that was gradually completed.

The first guest to occupy the facilities on July 20 was Mr. Alberto Castilla and family, who have continued to frequent the Inn until recent years.

Little by little, Duruelo has become more technical with the advice of various specialized entities and the experience gained. The occupation was increasing in such a way that after three years the Inn began to be profitable, despite the fact that the hotels have a term of 5 years to achieve their objective.

Ideal site for conventions, conferences, social gatherings and organization of events, due to the facilities provided by its facilities.

In order to facilitate the promotion of, attention to interested parties and various services, Duruelo has offices in Bogotá, open since November 1, 1973 on Calle 44 with Carrera 18.

### ***THE CABIN***

This area, also known as the forest area, is located north of the Hospedería, on the other side of the river, its extensive land, constituted a vacant property, and was also awarded by national law to the municipality in the trial of ownership. carried out between 1966 and 1967.

Due to the inconveniences that it presented to the municipality, for not having direct access and its difficult administration, the personero Arturo Madero P. proposed to Duruelo that he take it down for a term of ten years, with the right to plant trees and build a house for a vigilant.

The existing ranch was demolished, and in 1973 the house that an employee of the inn lived in was built on the same place. In 1976 it was temporarily occupied by a small community of Carmelites, whose specific field was the pastoral care of tourism.

Finally, in 1984 it was transformed and expanded, and since then it can be inhabited by guests who prefer it for its privacy.

On October 27, 1985, the deeds of the property, which has an extension of 5.83 ha, were signed.

### ***TREES AND GARDENS***

On March 30, 1967, the afforestation of the river plain began with fifty eucalyptus trees, which multiplied in number of 6000 from 1969.

In October of this last year, a double row of fique was planted to the southwest of the lower part of the property, on the border with the municipal sports area. But it was on October 10, 1972 that the gardens began that Jesús Mendoza marvelously multiplied until he came to define 22dmón.22 as a garden with a dream hotel.

In November 1991, the lake was built to supply water for irrigation, recreation and decoration of the upper part of the property.

Around 1972, the INDERENA (National Reforestation Institute) signed a reforestation project for the highest part of Duruelo, called Plazuela del Diablo, with a score of 4,320 pines of the "radiata" species. Later the southeastern slopes were reforested.

Unfortunately, a good part of the trees have dried up as their roots found rock or consumed by the recent fires of 2001 and 2010.

### **RECREATION**

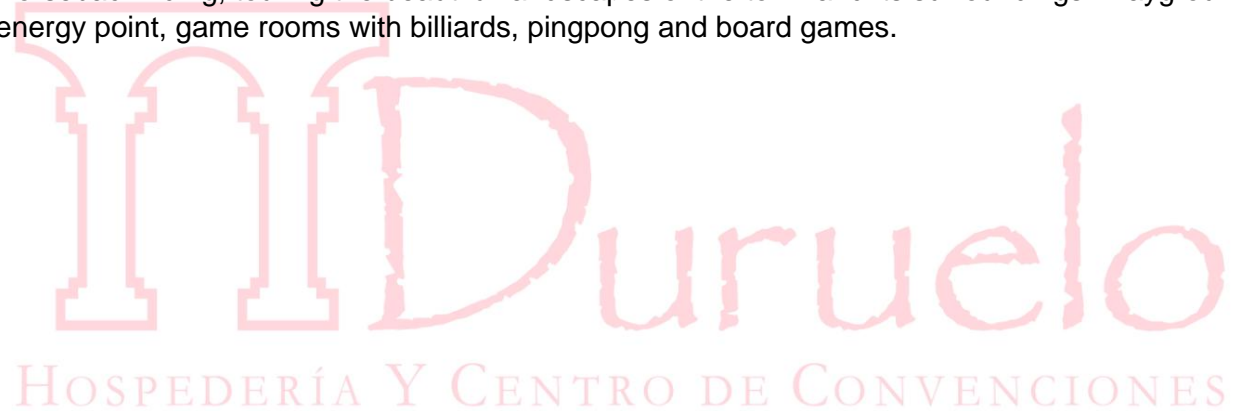
Duruelo not only has the most modern hotel amenities, but also offers a very varied gastronomy, occasional exhibitions by well-known artists and the following series of sports for individual and family programs: Wet area, spa, inaugurated in September 2004, which includes two saunas, two Turkish baths, three Jacuzzis, five massage rooms, a beauty salon and a gym.

The swimming pools, in number of four, and the cafeteria were inaugurated on July 20, 2005. Tennis courts, mini-golf court and multiple court for basketball, mini-soccer and volleyball.

Ecotourism, with its ecological routes through the vast property of the farm. Walks through the many most important places in Villa de Leyva and the colonial towns of the canton.

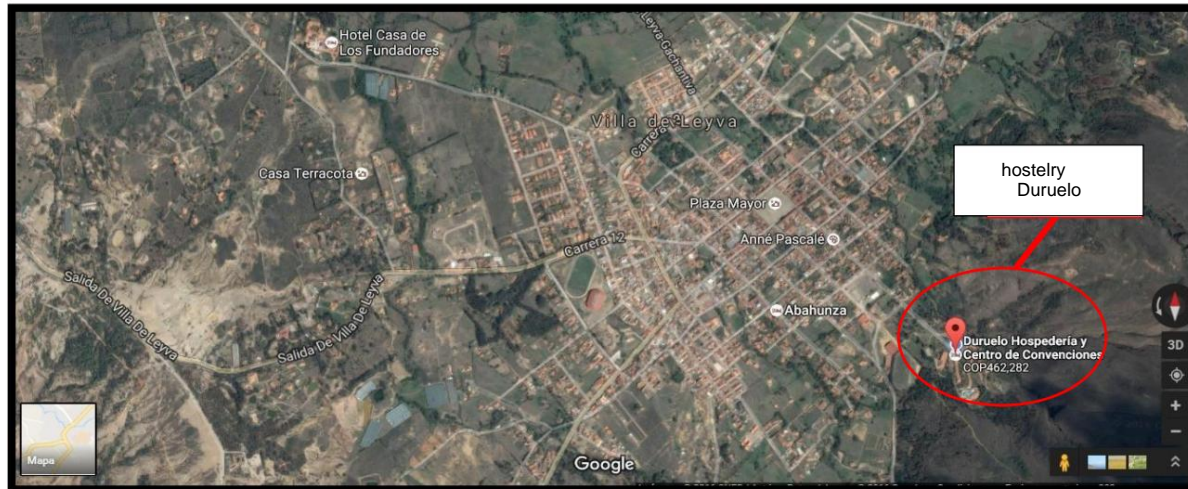
Village fair with mini yew, route, frog, horseshoe and target shooting.

Horseback riding, touring the beautiful landscapes of the town and its surroundings. Playground, energy point, game rooms with billiards, pingpong and board games.





## 2. GEOGRAPHICAL LOCATION, SURROUNDINGS AND ACCESS ROADS



### 2.1. Geographic location

#### **Location** The

Order of Carmelitas Descalzos-Hospedería Duruelo is located in Cra. 3 No. 12 – 88 in the municipality of Villa de Leyva (Boyacá).

#### **Limits:**

North side: with surrounding farms.

East side: With the Iguaque Flora and Fauna Sanctuary (SFFI).

South side: With the Municipal Sports Center.

West side: With Casco Urbano – houses.

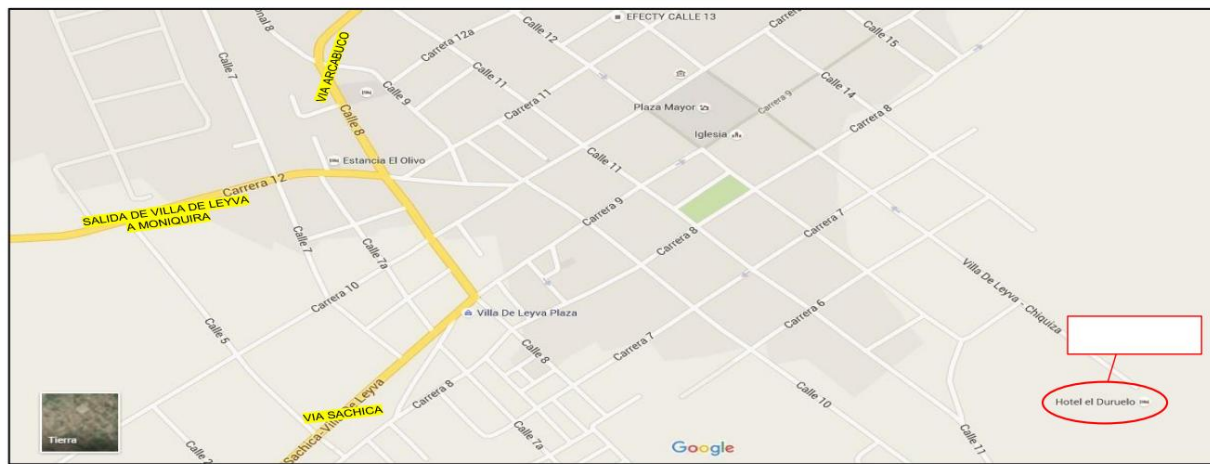
### 2.2. Environment

Order of Carmelitas Descalzos-Hospedería Duruelo refers to the accommodation service, food and beverages, groups and conventions and is recognized worldwide, the environment is related to the field of tourism, taking into account natural resources and the population (cultural aspect, customs, easy access to facilities for people, vehicles, ambulances among others, roads where they can be affected with respect to weather conditions)

## 23. access roads

According to the geographical location of the Order of Carmelitas Descalzos-Hospedería Duruelo/ Villa de Leyva, it has wide roads and easy access and exit in the event of an event.

**Registered Office:** Order of Carmelitas Descalzos-Hospedería Duruelo/ Villa de Leyva  
CRA. 3 No. 12 – 88 Juan de Dios neighborhood of the Municipality of Villa de Leyva, in  
the Department of Boyacá.



### 3. ECONOMIC ACTIVITY OF THE COMPANY

LOGO:



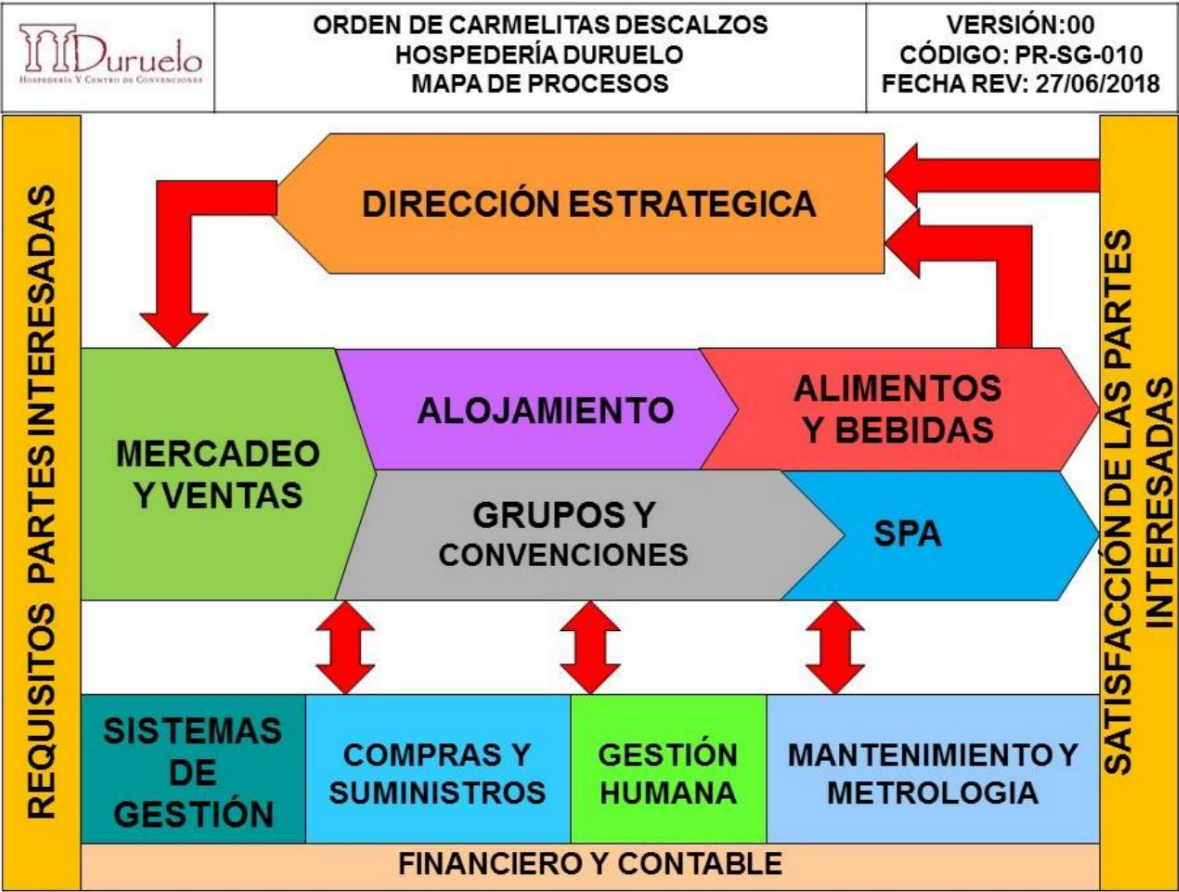
HOSPEDERÍA Y CENTRO DE CONVENCIONES

**Decree 1607 of 2002:**

**2551101:** Lodging in Hotels, Hostels and Aparthotels, Lodging day by day

**Mission processes:** Lodging, food and drinks, groups and conventions.

**Support processes:** Marketing and sales, maintenance, purchases, human talent, management systems, strategic planning, spa, financial and accounting.



4. GENERAL DESCRIPTION OF THE POPULATION

In the Order of Carmelitas Descalzos-Hospedería Duruelo/Villa de Leyva, there are currently 111 collaborators, of which 18% of the population work in the administrative area and the remaining 82% is located in the operational area. Likewise, the population is characterized by the fact that most of its members are of the FEMALE gender between the ages of 20 and 56 years.

4.1. Labor journeys.

AREAS	ENTRY	EXIT
Maintenance	06:00 a.m.	03:00 p.m.
	07:00 a.m.	04:00 p.m.
	08:00 a.m.	05:00 p.m.
	09:00 a.m.	06:00 p.m.
	10:00 a.m.	07:00 p.m.
	11:00 a.m.	08:00 p.m.
	1:00 p.m.	10:00 p.m.

**EMERGENCY PLAN**

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AREAS	ENTRY	EXIT
<b>Buttons</b>	06:00 a.m. 07:00 a.m. 08:00 a.m. 09:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m.	03:00 p.m. 04:00 p.m. 05:00 p.m. 06:00 p.m. 07:00 p.m. 08:00 p.m. 10:00 p.m.
<b>Reception</b>	6:00 a.m. 7:00 a.m. 8:00 a.m. 9:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m.	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08:00 pm 10:00 pm
<b>Laundry</b>	6:00 a.m. 7:00 a.m. 8:00 a.m. 9:00 a.m. 10:00 a.m. 11: 00:00 a.m. 1:00	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08: 00 pm 10:00 pm
<b>waitresses</b>	p.m. 06:00 a.m. 07:00 a.m. 08:00 a.m. 09:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m.	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08:00 pm 10:00 pm
<b>Kitchen</b>	06:00 a.m. 07:00 a.m. 08:00 a.m. 09:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m. <b>07:00 a.m.</b> <b>07:00 p.m.</b>	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08:00 pm 10:00 pm <b>10:00 am</b> <b>9:00 pm</b>
<b>REINFORCEMENT</b>		

## EMERGENCY PLAN

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AREAS	ENTRY	EXIT
Dining room	06:00 a.m. 07:00 a.m. 08:00 a.m. 09:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m. <b>07:00 a.m.</b> <b>07:00 p.m.</b>	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08:00 pm 10:00 pm <b>10:00 am</b> <b>9:00 pm</b>
pool and spa	6:00 a.m. 7:00 a.m. 8:00 a.m. 9:00 a.m. 10:00 a.m. 11:00 a.m. 1:00 p.m.	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08:00 pm 10:00 pm
Recreation	6:00 a.m. 7:00 a.m. 8:00 a.m. 9:00 a.m. 10:00 a.m. 11: 00 a.m. 1:00 p.m.	03:00 pm 04:00 pm 05:00 pm 06:00 pm 07:00 pm 08: 00 p.m. 10:00 p.m.

## HOSPEDERÍA Y CENTRO DE CONVENCIONES

## 5. DISTRIBUTION BY WORK AREA

AREAS	# WOMEN	# MENS	TOTAL PERSONAL
MANAGEMENT	13	6	19
KITCHEN	10	6	16
DINING ROOM	13	6	19
MAINTENANCE	0	8	8
BUTTONS	0	5	5
RECEPTION	1	1	two
CAMARERIA AND LAUNDRY	10	0	10
PUBLIC AREAS		0	one
RECREATION	1	0	two
DEPUTY MANAGEMENT	2	0	one
SPA	11	1	two

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04/24/2021

DURUELO HOSPEDERIA



AREAS	# WOMEN	# MENS	TOTAL PERSONAL
CHIEF ACCOMMODATION		0	...
PARONTER	1	1	...
VIGILANT	0 0	1	...
		<b>TOTAL</b>	<b>88</b>

## 6. DESCRIPTION OF THE OPERATIONAL PROCESS



Organization of the company and the processes that are carried out in the different areas; It is important to identify those processes where critical tasks or activities are carried out that can lead to the occurrence of real emergency situations.

- **ADMINISTRATIVE AREA:** In this area, all documentation management, customer service, staff training, treasury, purchases and supplies for other areas, reports and planning in groups and events are carried out.
- **KITCHEN AREA:** In this area, a variety of dishes are made from cold, hot, pastries and are the ones that diners taste when they are served and taken to the dining room, in turn they are in charge of cleaning the implements and kitchens.
- **DINING AREA:** In this area, prepared foods are taken to the dining room, the best customer service is offered in their orders, rooms and tables are arranged for events and groups.
- **MAINTENANCE AREA:** This area collaborates with the improvement and structural arrangements of the Inn, as well as machines and tools for use in the same area or others.
- **BUTTON AREA:** This area is in charge of welcoming guests to the Inn as well as properly handling luggage to the rooms.
- **RECEPTION AREA:** This area is responsible for registering the guest at the entrance and exit of the inn, in addition to offering the best stay here.
- **ROOMING AREA:** This area is in charge of always keeping the rooms beautiful.  
rooms for the stay of the guests.
- **LAUNDRY AREA:** This area is responsible for washing, drying, ironing everything related to linen in the dining area, sheets and towels in the maid and spa area, and clothing for some guests.
- **SPA AREA:** This area is responsible for providing guests with the rest they seek when they come here, in this area they include: massages, swimming pool, jacuzzi, sauna, Turkish bath, as well as a gym where guests can exercise.





- **RECREATION AREA:** This area is in charge of making tours to the groups, in addition to implementing recreational activities for them.
- **DEPUTY MANAGEMENT AREA:** This area is in charge of supervising the operation at Hospedería Duruelo.
- **HEAD OF ACCOMMODATION:** Is the person responsible for the supervision of operations and activities of waitresses, buttons, public areas, reception.
- **RONDERO:** Is the person responsible for supervising the facilities of Hospedería Duruelo to guarantee the safety of assets, equipment, guests and collaborators on duty.
- **GUARDIAN:** Is the person responsible for the supervision of the porter's area to guarantee security, control and surveillance in the entry and exit of collaborators, guests, visitors, suppliers.

## 7. DESCRIPTION OF MACHINERY, TOOLS AND EQUIPMENT

### 7.1. Simple machinery.




SIMPLE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
KNIFE	It is an instrument that is used to cut; consists of a thin metal sheet with one or two sharp sides and a handle by which it is held.	Cut and chop food	
SAW	It is a knife used to cut bread and that certain has special characteristics, the main one is its serrated edge.  in Large teeth allow it bread fibers easily.	cut bread	
SKIMMER	It is a kitchen utensil that consists of a long handle and a kind of	Used for fried or take out cooked foods	





## EMERGENCY PLAN

SIMPLE MACHINERY			
NAME	DESCRIPTION USE	IMAGE	
(SPOON OF FRIED)	inside the shape of the palette, very frying pan or open, and with holes in its surface to froth (remove froth from liquids)  take out  slip through the holes.	pan or	
CAN OPENER	It is a generally metallic utensil and has a blade that cuts the metal foil of the can as it moves along the edge of its surface.	Open cans or jars of preserves	
MANDOLIN FRENCH (HANDBOOK)	It is a stainless metal or plastic kitchen utensil with cutting blades	Slicing vegetables, cheese, ham, etc., easily even in slices of thickness.  Cut fine julienne or even thin slices of onion, turnip, celery, etc.	
HAMMER	It is a tool that it may resemble a letter "T", with the handle being the longest part, and the head being the top line. Actually, the head of the hammer does not	Mainly used to hit, drive or extract nails or some other object.	









## EMERGENCY PLAN





SIMPLE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
	forms a straight line, but instead curves down, forming "claws". nails		
WRENCH	It is a manual tool The opening of the spanner is adjustable (it has a mobile head) which allows it to adapt to different sizes of bolts and nuts to or	Loosen or tighten nuts and bolts.	
PLIERS	It is a hand tool This kind of metallic pliers provided with two arms is usually used multiple times functions such as holding small elements or cutting modeling and conductors,	Hold parts to cutting different materials.	
SCREW--DORES	It is a tool that consists of a handle, a metal cane and a flat, cross, 5 and 6-point star tip.	For tightening and loosening screws and other machine elements that require little tightening force and are generally small in diameter.	
	it's a tool Handbook This formed by two steel blades that rotate around a common axial screw, with respect to the		





SIMPLE MACHINERY			
NAME	DESCRIPTION USE	which	IMAGE
PAIR OF SCISSORS BIG	are Cut fabric, paper on the side and handles opposite side. The handles have holes to hold and maneuver with the thumb and cordial.	cutting, hair	
SCALPEL	To the instrument whose blade is removable, interchangeable or retractable with respect to the handle and that scalpel is one with the fixed blade or the cutting part forming a body with the handle.	Used in in crafts, crafts and in general in those activities or arts that require fine and precise cuts.	
MACHETE	It is a large knife but shorter than a sword or saber. It commonly measures less than 60 cm and has a single edge, The front of the machete it is curved	It is used to mow grass, cut sugar cane, prune break throughs, the jungle or as a knife.	
WHEELBARROW	It is a small vehicle, usually one-wheeled, designed to be propelled by one person.	Hand transport of cargo	
	It is a manual tool type of saw with a toothed and trapezoidal blade that at the most		

## EMERGENCY PLAN

SIMPLE MACHINERY			
NAME	DESCRIPTION USE	width	IMAGE
SAW	is attached to Cuts on single handle of all wood or plastic. The most characteristic shape of the handle is that of a large "ring" or handle molded to the shape of the hand.		
PALLAS	It is a hand tool It basically consists of a flat surface with a slight curvature that is used to dig earth and transport the material and a metal or wooden handle with which it is handled. The smooth part is usually metallic and the handle ends in a handle that can be straight or curved to be able to exert more force with one of the hands.	Dig or move materials with relatively little cohesion.	
ROASTS	Tool agricultural formed by a wide and thick sheet, curved, times inserted in a wooden handle	Break up the earth and carve furrows	




SIMPLE MACHINERY			
NAME	DESCRIPTION USE	It is	IMAGE
AX	a tool with a metal edge that is securely fixed to a handle, usually made of wood, whose purpose is to cut with blows.	Cut firewood and felling trees	
ADZE	It is a woodworking tool. It is a type of ax with a short handle and a blade with arranged perpendicular to said handle.	It is for used for roughing, smoothing, hollowing out, molding turned shapes and sculpting wood carvings.	
BRUSH OF CARPENTRY	It is a manual tool used in carpentry. It consists of a carpenter's planer, which is made up of a long enough wooden box so that each end can be caught with a hand, which contains a narrow iron and a wedge that serves as an adjustment. The guillame is a brush that, like the plane, is made up of a wooden box, but it has the peculiarity that the cutting blade or knife is made of	Planing and making recesses, to rectify wooden strips or braces, and to level the bottom of a recess where the brush reaches, carving it Noel parallel to the top face of the piece.	

SIMPLE MACHINERY			
NAME	DESCRIPTION USE	same	IMAGE
	width as the box that houses it		
chisels	<p>It is a free cutting hand tool used in carpentry.</p> <p>It is made up of a steely iron blade, between 4 and 40 mm wide, with a mouth formed by a bevel, and a wooden handle.</p> <p>Its length from handle to tip is 20 cm about.</p>	Make cuts, notches, rebates artisan work, y artistic relief on wood	
POTS	<p>It is a tool similar to a double-sided hammer, but larger in size. Their weight usually ranges between 0.5 and 3 kg.</p>	It is used by masons and stonemasons to hit chisels or chisels	
CHISELS OR POINTERS	<p>A hand tool is a steel bar with a hardened tip.</p> <p>The end can be flat, serrated or bull-shaped It is an ancient semicircular</p>	Cut, groove or rough material cold by striking with a suitable hammer.	
VILLAMARQU-IN	hand tool held with one hand at the top while the other hand executes the movement	Used in carpentry and joinery to make holes in wood	




SIMPLE MACHINERY			
NAME	DESCRIPTION USE	IMAGE	
	The other end of the tool usually holds a drill bit or other drilling tool.		
SHEARS	It is a hand tool similar to scissors nails Made of metal and rubber grips.	It is used to cut metal tubes, chains, wires, cables, paper, plastic, and thin metal or wood sheets.	
PUMP FOR INFLATE	It is a kind of positive displacement air pump	Inflate bicycle tires.	
SPATULAS	It is a tool made up of a wide, thin and flexible metal sheet.	It is used to clean, smooth, scratch painting, (the por example), lift scale	
PIPE WRENCH	Manual tools with the particularity that they can vary the opening of their jaws depending on the size of the nut. There are several types of adjustable wrenches.	Tighten and loosen screws	






SIMPLE MACHINERY		
NAME	DESCRIPTION USE These are	IMAGE
TONGS	<p>pliers that can be immobilized in a certain position. One side of the handle is provided with a pin that serves to fix the separation between its jaws. On the other side of the handle, it regularly includes a lever to press on both handles and the jaws.</p> <p>Twist or various objects or materials</p> <p>I know</p>	
LONELY MAN	<p>It is a very old tool, the tweezers are formed, like forceps, by two strong metal arms pivoted at a point closer to the grip mouth than to the handles. The characteristic difference with respect to the tweezers is given by the shape of the jaws, which are arch-shaped so that they close at the tip that forms a rounded surface of</p> <p>a</p> <p>big radius. The tips of the</p> <p>Cut other wire or items.</p>	

SIMPLE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
	beveled jaws are		
riveter	It is a mechanical device made up of a set of simple machines; 1 levers, wedges, screws, springs	It is used to place rivets, either in industrial processes or in domestic auxiliary applications, or which is used to fix elements with rivets that do not have to be disassembled later.	
SHEARS LITTLE	It is a manual tool, similar to scissors, made of metal and rubber handles.	It is used to cut metal pipes, chains, wires, cables, paper, plastic, and thin sheet metal or wood.	
LEVELS OF BUBBLES	It is a measuring instrument that consists of a small transparent tube (glass or plastic) which is filled with liquid with an air bubble inside. The bubble is smaller than the distance between the 2 marks. If the bubble lies symmetrically between the two	Used to determine the horizontality or verticality of an element.	



SIMPLE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
	The marks, instrument indicates an exact level.		
DECAMETER	It is a measuring instrument consisting of a flexible tape graduated and can be rolled up, making transportation easier. Also with it you can measure lines and curved surfaces	Measure lines and surfaces curves	
LIMES	It is a manual tool formed by a carbon steel bar tempered (called cutting cane) that has grooves called teeth and that on the back is equipped with a handle handle.	It is used for the wear and refinement of pieces of different materials such as metal, plastic or wood.	
RASP	It is a carpentry tool for roughing consisting of a flat or curved metal blade, covered with triangular teeth, attached to a paste handle.	Used for profiling wood	



SIMPLE MACHINERY			
NAME	DESCRIPTION USE	Used	IMAGE
MULTIMETER	Also called polymer or tester, it is a portable electrical instrument.	to directly measure active electrical magnitudes such as currents and potentials (voltages) or/and passive ones such as resistances, capacities and others.	
TROWEL	It is a tool used in masonry, formed by a flat, smooth and metallic surface held by a handle. According to the shape of the flat surface	It is used for whitening work, spreading the paste on trimmed surfaces, smoothing and compressing the dough with the edge of the tool.  Also is used to spread and flatten mortars and in milk products. With the trowel, the plaster spreads easily and lightly and is especially useful for trim and whitewashing.	

SIMPLE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
PALUSTER	a tool used in masonry made up of a triangular metal sheet held by a wooden handle that is used to apply and handle the mortar. If it is small, it is usually called a palette.	It is used for spreading and transporting mortar, cement	





**MD Duruelo**  
 HOSPEDERÍA Y CENTRO DE CONVENCIONES


## EMERGENCY PLAN

SIMPLE MACHINERY			
NAME	USE	DESCRIPTION	IMAGE
7.2. Composite Machinery			


COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
TREADMILL ELECTRICAL	<p>It is an exercise machine that has a platform mobile with a wide conveyor and an electric motor or flywheel.</p> <p>The tape of a soft rubber-like compound is reinforced forming a continuous band, a it moves backwards on rollers.</p>	Allows the person to walk or run at different speeds without moving from the same place.	
ELLIPTICAL ELECTRICAL	<p>It is a gym apparatus to do a type of aerobic exercise standing up, which consists of two pedals on which you walk and two vertical bars that are caught with the hands to help the movement.</p>	Perform aerobic-type exercise simulating walking.	
MACHINE MULTIFORCE	<p>Heavy-duty metal frame with 150-lb. weight unit,</p> <p>steel with coating of Nylon for 600 lb. capacity, paint</p>	Exercise the whole body	

## EMERGENCY PLAN




COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	IMAGE	
	electrostatic, lifting of cushions load by weight. chipboard; formed by leg, weight tower, weight, pulleys, rollers.		
WEIGHT KITS OR dumbbells	It is a piece of equipment used in weight training, it is a type of free weight. They can be used individually or in pairs (one in each hand)	Upper limb exercise	
BICYCLE SPINNING	It is a gym device that simulates the exercise of a bicycle, a brake is used that uses magnetic mechanical friction to exert effort and not pedal empty. or  It also has a multi-kg wheel that makes pedaling easier.  gentle.	Exercise legs and buttocks	
DATAPHONE	They have a keyboard, a small printer, a card magnetic stripe reader, a chip and software to manage sales operations and	Allows you to charge the customer (by telephone network, or IP, via GSM, GPRS, Wifi, etc.) by using	

COMPOSITE MACHINERY		
NAME	DESCRIPTION USE	IMAGE
	card communications protected. or	
CRUSHER WASTE ORGANIC	It is a tool used to Shred the organic waste commonly used for the purpose of agricultural work to transform it into a material for composting waste deposit, followed by a process decomposition. under the engine of an	
CHAINSAW	It is a machine formed by a set of saw teeth attached to a chain driven by a motor that a makes it rotate at high speed. They usually have electric gasoline engines. or	Its purpose is to cut trunks, branches, other or wooden objects.
MOTOGUAD- -ANA	It is a machine used gardening. The cut is made with a nylon thread or blades presented discs. in	To cut weeds at ground level and to go over places that a mower cannot reach, corners and edges, etc. What
OVEN ROTARY	Bakery equipment made of aluminum with trays, rotating inside generate balance in a the	Preparation of any type of cakes, biscuits, cakes, or







COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	COOKING	IMAGE
	your food.		
SALAMANDER OR GRILLER	<p>It is a small utility appliance, great, it electrical resistance in the upper part that radiates heat constantly towards the plates that are located in the base, regulation of the distance between the plate and the resistance, as well as power.</p> <p>It is generally used as a gratin, to heat dishes that are already cooked</p> <p>or What hotplate</p>	It is used as a gratin for some dishes or simply to heat them.	
MACHINE DISHWASHER	<p>It is a device electromechanical to clean food residue from crockery, glassware and kitchen utensils</p>	Washing glassware, kitchen utensils	
WATER BATH	It is an equipment that is used to confer uniform temperature to a liquid or solid substance or to heat it slowly by immersing the container that contains it in another	Heat melt food without preventing it from burning	





## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
	or other liquid that is brought to or boiling.	Major with water	
STOVES	The stoves industrial ones, are part of the equipment that is used in the kitchens and work by means of thermal energy. May use What fuel gas or electricity, this heat is transmitted through temperature regulators called burners.	Boiling, cooking, frying, roasting or melting food, cooking usually using kitchen utensils (such as pots, pans, pans, grills).	
IRON	It uses the distribution of heat on the food due to the conductivity of a hot metal plate. The food placed on the metal plate receives the heat and cooks. This technique is used with all kinds of food: meat, fish and vegetables	Cooking and grilling meats without direct exposure to fire.	
FRYER	It is an appliance used in the kitchen to fry food	frying cooking food and/or of	
	It is a gardening tool	Move leaves or debris from	

## EMERGENCY PLAN




COMPOSITE MACHINERY		
NAME	DESCRIPTION USE	IMAGE
BLOWER	the air of pruning that is a mobile removing the walkways and garden debris as the leaves facilitate collection. his	
COMPUTER	Electronic machine that receives and processes data to convert it into information in convenient and useful. Process data related to personnel, invoices, mail, various information. Its use is for the office areas, reception and for each area manager.	
PRINTER MULTIFUNCTION -ONAL	computer peripheral device allows from a which to produce a permanent range of text or graphic documents stored in an electronic format by printing them onto physical media usually paper, using ink cartridges or laser technology. Print, Photocopy Y scan black and white or color documents.	
PHONES	Telecommunication device designed to transmit distance acoustic signals by means of electrical to signals. Receive calls or call different areas of the guest house or external.	

## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
BRILLIANT	It is an artifact that is used to polish any surface in a common way to the floor.	Shine floor surfaces on levels and at the reception.	
VACCUM CLEANER	It is a device that uses an air pump to suck up dust and other small dirt particles, usually from the ground.	Carpet dust and dirt removal in lounges, office seating, and	
SPOKES	Portable communicators or also called portable transmitter-receiver or radio-communicator, is a small device that allows communication between two distant people, through the emission and reception of radio waves, depending on the case.	Internal communication for staff from the different areas of the hostel	
PLATE A STEAM	It is an electrical appliance that is used to smooth clothes by removing wrinkles and wrinkles.	Straightening clothes of our internal client (guest)	



COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
BLENDER LITTLE	Appliance with an electric motor that turns blades that grind food.	Grind food and grind pulp to prepare juices, sorbets, desserts, small sauces  in quantities.	
BLENDER BIG	Appliance with an electric motor that turns blades that grind food.	Preparation of juices or creams in large quantities	
SQUEEZER ELECTRIC	It is an appliance invented and designed to be able to extract the juice from citrus fruits. The design allows to separate and grind the pulp of the aforementioned fruits manually and easily to operate.	Extract orange and/or lemon juice with ease.	
MANDOLIN	It is a kitchen utensil used to slice vegetables, cheese, ham, etc. easily.  in evenly thick slices. There are different models capable of cutting fine julienne or even thin.	Slicing thin cuts vegetables, cheeses, large quantity meats in	



## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	Uses a	IMAGE
OVEN MICROWAVE OVEN	<p>magnetron to produce waves at a frequency of approximately 2.45 GHz. These waves cause water molecules to vibrate and rotate, which generates heat.</p> <p>or</p> <p>Because most foods contain a significant percentage of water, a they can be easily cooked.</p> <p>to be</p>	Heat food for in short periods	
CUTTER	Metal appliance especially for cutting, mincing and mixing meat.	Cut, chop and mix meats.	
POTATO PEELER	It is a tool with a rotating reel, with the help of water and the coating of coarse sandpaper, removes the skin of the potatoes.	Short peeled in potatoes time	
CAMPAIN EXTRACTOR	It is a white line household appliance, which has a fan (exhaust fan) inserted in the casing; is placed above the kitchen	Trapping airborne grease, combustion products, smoke, odors, heat, and vapor from the air through a combination of filtering and exhausting the air.	










## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
PACKER VACUUM	highly complex machine that extracts all the air in the cooking bag and the food that is going to be vacuumed. After the vacuum process the bag is sealed. A pump is responsible for making the vacuum up to 99%.	This is a Vacuum packaging meat products and others at	
	It also consists of a stop system in the event that the excessive suction force for a given be product		
HYDRO WASHING MACHINE	It is a machine that pumps water at high pressure through a hose.	used for general kitchen cleaning (floors, walls) and swimming pools.	
BLENDER LITTLE	It is an appliance that rotates an axis, that axis is connected to a series of gears, which are connected metal rods. When turning, these cause movement of	whipping or mixing soft foods, fluffing, emulsifying mixtures and sauces, and whipping egg whites to stiff peaks, small amounts in	




COMPOSITE MACHINERY		
NAME	DESCRIPTION USE	IMAGE
BLENDER LITTLE	<p>the mixture of ingredients.</p> <p>They usually have several speeds, controlled electronically mechanically or</p> <p>by means a of a switch making life easier and faster, and allowing you to create new foods by combining ingredients.</p>	
BLENDER BIG	<p>It is an appliance that rotates an axis, that axis is connected to a series from</p> <p>gears, which are connected to some metal rods, when turning, these cause the stirring movement of the mixture of ingredients.</p> <p>They usually have several speeds, controlled electronically mechanically or</p> <p>via switch. a</p> <p>Beating or blending soft foods, fluffing, emulsifying mixtures and sauces, and whip egg whites until stiff, small in quantities</p>	

## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
BLENDER IMMERSION	It contains the motor, extended by an accessory that houses the blades arranged in cross. The grinder/ mixer accessory can be plastic or metal	It is used by dipping the blades in the preparation you want mix grind or	
GRAMMAR DIGITAL	Electronic balance with stainless steel plate, rechargeable battery	Measure exact amounts of solid ingredients in measuring cups or other containers.	
MACHINE EXPRESS	Whose most characteristic component is the pressure pump. These types of machines expel water at high pressure. These coffee machines usually have a vaporizer that extracts steam from very hot water, which will allow you the milk, obtaining a dense foam that provides a special flavor for this type of coffee.	Proportion and preparation of hot drinks.	




COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	It is a	IMAGE
MACHINE OF COFFEE EXPRESS	machine that inside contains ducts filled with milk, coffee and chocolate powder as well as water, these are standard buttons and programmed to come out when a coffee button is pressed from the outside	Provides water, espresso, milk, hot chocolate.	
COFFEE MAKER BY DRIP	Coffee maker with three burners and capacity for 3.8 LT of water, it has a with a specific place for coffee and the drink is generated by dripping hot water; It has a control panel with two switches, one to control the preparation of the coffee and the other to control the temperature of the two maintenance burners.	Brewing and heating of coffee Water.	
MACHINE OF JUICES	Machine composed of 3 plastic buckets with extraction nozzles	Deposit juice in large quantities to facilitate its dosage.	
STOVES	Metal burners that keep the heat, works with electricity.	Keep drinks hot (milk, coffee, chocolate)	

## EMERGENCY PLAN

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
TEAMS OF AUDIO	is a transducer electroacoustic sounds the for sound reproduction.	Playback and increase of used	
VIDEO-BEAM	They are equipment based on LCD or DLP glass technology.  They receive signal to be for amplified, through any computer or video signal format and can be connected under any state-of-the-art operating system. The video beam is an electrical equipment, light and easy to transport	Projection of images, videos, texts and pages from a PC or device with easy connection to it	
UPS	device that, Thanks to its batteries or other energy storage elements, during an electrical blackout it can provide electrical energy for a limited time to all the devices connected to it.	Store energy and provide it for a while limited	
Jigsaw	It is a type of saw consisting of a knob attached to a small and thin sheet.  The first puzzles	Cut arbitrary curves, such as template designs or other shapes, in a piece of wood, veneer,	


COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	made using	IMAGE
Jigsaw	chipboard, this kind of material is made using leather, reciprocating saw blade, made of steel, etc.  electric motor and a reciprocating saw blade.	are	
TEAM OF WELDING	It is composed of an electrode, electrode cable, work cable and clamps. mass.	Weld, join two pieces or parts of one thing  usually with metal and by heat.	
POLISHER	A polisher can be powered by a motor, which drives a gear head at a right angle to which is mounted an abrasive disc or a thinner cutting disc which is used to polish. Polishers typically have an adjustable guard for either hand operation. certain angle grinders, to be I know The a with	Polish protrusions or edges as well as loosen rivets, round angles, cut metals, etc.	



COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	Depending	IMAGE
	on their speed range, sanders can be used using a sanding disc with a backing pad. What		
PLANT ELECTRICAL	Machine that move a generator of electricity through an internal combustion engine.	Used when there are drops or failures in the electricity supply of the municipality.	
SANDER	Artifact that allows, by mounting sandpaper or sandpaper, to carry out the sanding process of a surface, preferably wood, although it can be used to burnish or sand different materials.	sand surfaces	
PLANER FLAT	It is a machine tool for machining parts by chip removal, through the reciprocating linear movement of the cutting movement tool. The table that holds the part to be machined performs a cross-feed movement, which can be intermittent to	Performs the brushing mechanical operation . from	

## EMERGENCY PLAN

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COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	carry out certain	IMAGE
PLANER FLAT	tasks, such as the generation of a flat or equidistant surface.  slots		
SERVER	<p>It is an application in execution (software) servers can run on any type of computer, even dedicated light bulb computers to which they are in</p> <p>known individually as "the server". In most cases, the same computer can provide multiple services and have several servers running. The advantage of mounting a server on dedicated computers is security. Which is why most servers are processes designed in such a way that they can run on specific purpose computers.</p>	<p>They allow the storage, modification and extraction of information in a database, in addition to providing tools add, delete, and analyze the data.</p> <p>Users can access the information using specific query and report generation tools, or through applications for that purpose.</p>	
router		Cut parts with precision and quality through	

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COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
router	different tool intended for cutting the following different wood shapes, also perforate and engrave.	It is a	
SAW CIRCULAR	It is a machine for longitudinal crosswise wood, metal, plastic or other materials. It is equipped with an electric motor that rotates a circular blade at high speed. Using a suitable blade It is a pedal or electric saw, which	Sawing wood, metal, plastic, or other materials	
SAW WITHOUT END	has a long, narrow and flexible toothed metal strip. The strip moves on two wheels that are in the same vertical plane with a gap between them.	Cut all kinds of elements such as wood, meat, fish, bones, ferrous and non-ferrous metals, leather	

COMPOSITE MACHINERY			
NAME	DESCRIPTION	USE	IMAGE
DRILL COLUMN	Drilling tool: where most of the holes that are made to parts in mechanical workshops are machined.  Formed by a lathe, on a milling machine, on a CNC machining center or  in a boring machine	It is a tool where most of the holes that are made to the pieces in the mechanical workshops are machined.  Drill: produce cylindrical holes in a part, using a drill bit as a tool.	
DRILL HANDBOOK	It is a tool where most of the holes that are made to the pieces in the mechanical workshops are machined.	Drill: produce cylindrical holes in a part, using a drill bit as a tool.	
HEDGE TRIMMER	he cuts hedges It consists of blades (of different lengths, depending on the model), which are driven at high revolutions through a motor that can be an electric combustion engine, obtaining as a result a clean cut of the hedge.	Cutting of small hedges	

COMPOSITE MACHINERY			
NAME	DESCRIPTION USE	It is a machine	IMAGE
EMERY	tool consisting of an electric motor whose axis of rotation is coupled at one or both ends of discs on which various tasks are carried out, depending on the type of disc mounted on it.	It is a machine for polishing and removing machining burrs that some parts may have.	
PHONE WIRELESS	Telecommunication device designed to transmit distance acoustic signals by means of electrical signals. to	Internal communication.	
dryer HAIR	It is an electromechanical device designed to expel hot or cold air on wet hair, accelerating the evaporation of water to dry the hair.	dry hair	
IRON TO SMOOTH HAIR	It is an electrical appliance used to straighten hair. and model	Straighten hair.	
METER OF PORTABLE PH	The pH meter is instrument a used to measure the acidity or alkalinity of a solution, also called pH.	Measure PH and Chlorine in swimming pool	

**8. DESCRIPTION OF RAW MATERIALS IN SUPPLIES.**

<b>PROCESS</b>	<b>RAW MATERIALS</b>
<b>ADMINISTRATIVE</b>	Paper, toner, cardboard folder, plastic folder, AZ, pen, pencil, agenda, calculator, clips, thumbtacks, markers, erasers, rulers, squares, glue stick, liquid glue, masking tape, transparent tape, corrector, backing board, pencil sharpener, cooker hooks, binder hook, manila envelope, white envelope, letterhead, cooker, hole punch, mouse, formats.
<b>ACCOMMODATION (RECEPTION)</b>	Paper, toner, cardboard folder, plastic folder, az pencils, agendas, calculators, clips, thumbtacks, markers, erasers, rulers, squares, glue stick, liquid glue, masking tape, transparent tape, corrector, board support, pencil sharpener, cooker hooks, legacy hook, manila envelope, white envelope, letterhead, stationery (Formats: bill holders, card holders, exit tickets, reams, satisfaction surveys, group reports), master keys, batteries, keys to all areas and rooms.
<b>ACCOMMODATION (WAITRESSES)</b>	Air freshener, chlorine, degreaser, Varsol, broom, dustpan, mop, bags, toilet paper, basket, amenities (drinks, lime, foam, shaving kit, tissues, shower cap, shampoo, hand cream, mouthwash, shoe shine, box of matches, paper, toilet, cup holder, soaps, body and hand towels, block of leaves, liquid soap, churrusco, zabra, bucket, sheets, on sheets, blankets, protector for mattresses and pillows, bedspreads, skirt, foulard, dental kit, cups, bins, cushions, mattresses and pillows, pens.
<b>ACCOMMODATION (BUTTONS)</b>	Wax, polishing discs, broom, dustpan, leaf dustpan, bags, broom, dustpan, pen, baskets, gloves, face masks, markers, luggage rack, spray bottle, bags, stickers, mini bar products (water, Gatorade, soda, tea, liquor, potatoes, peanuts, cookies, granola, chocolate bars, chewing gum, condoms, sanitary napkins, toothbrush, coffee sachet, tea, sugar and presto beard) refrigerators, floor wax, Varsol, baskets, window cleaner, cobweb cleaner, umbrella, skeleton key, cribs.
<b>ACCOMMODATION (LAUNDRY)</b>	Liquid and powder detergent, chlorine, degreaser, clothes hooks, baskets, bags to pack clothes, clock scales, bins, fabric softener, bar soap, Varsol, ropes



PROCESS	RAW MATERIALS
	clothes, pens, tables to support writing, needle, threads, rates, laundry, meters, scissors, water
<b>FOODS AND DRINKS (KITCHEN)</b>	Fruits, vegetables, cereals, grains, cookies, canned, pickles, sauces, chocolates, wines and spirits, coffees, dairy products, pastas, nuts, groceries, spices, oils, flours, deli meats, frozen, wrap supplies, tape mask, broom, pens, chef hat, disposable hat, latex gloves, disposable gloves, antibacterial soap, syringe, pencil, chopsticks, skewers, aluminum foil, vinyl paper, dustpan, labels, face masks, disposable towel, mop, spatulas, tongs, pataconera, sauce pots, woks, balloon whisks, bakery roller, mops, disposable towels, multipurpose shampoo, decarbonizer, garbage bags, marker, pens, spoons.
<b>FOODS AND DRINKS (DINING ROOM)</b>	Cutlery, cloth and paper napkins, sugar bowls, salt shakers, gravy boats, glass, crockery, gueridones, tables, chairs, tablecloths, dish towels, patent leather, samovars, trays, broom, dustpan, rags, tea, sugar on, panela on, sauces envelope, chili, straws, pepper shakers, butter, jam, bread, masking tape, bedbugs, water jugs, red, aromatic, tablecloths, coffee, bags, pepper, nestea, cinnamon powder, liqueurs, bottled water, Gatorade, mr . tea, juices, crockery, red, aromatic, milk, ashtrays, paper napkins, vases, bottle racks, salt shakers, cereal, soft drink basket, flammable gel, cocktail shakers, letters, stationery (count, roll of paper, order form, surveys, Boucher, support for additional charges) candles, centerpiece bases, garbage bags, coffee, mixers, pens, transparent tape.
<b>LOGISTICS</b>	Paleograph, markers, batteries, chairs, tables, thumbtacks, table linen, glass, masking tape, pineapples, crockery, flags, multi-sockets, boards, cup holders, controls, markers, notebooks, maps, pens, microphone, thumbtacks, garbage bags.
<b>MAINTENANCE</b>	Square, masking tape, transparent tape, cutting disk, cables, probe, helmets, ladders, hearing protection (cup and insert), face mask, respiratory protection with filter, bait gloves, nylon gloves, safety glasses, grease fittings, harness, clamps, t2 and 4t oil, refrigeration oil, angeos and meshes, organic fertilizers, metal washers, construction wires, pc and cpvc male adapters, pc and cpvc female adapters, plastic ties,

PROCESS	RAW MATERIALS
	<p>fan blades, various ball bearings, nozzle, patches, all-watt light bulbs, pc and cpvc bushings, briseros, brushes of various sizes, boxer, electrical boxes, pc and cpvc semi-elbows, scythe nylon, checks and records, easy way wax, control stoves, conduit curves, gray cement, white cement, duplex cable, padlock, blades, silversmith baskets, electrical converter, various plates, electrical plugs, electrical meters, chasos, nails, tapes, shower heads, polishing disc, studs, gaskets, various filters, refrigerant gas, grease, fence staples, plastic staples, hacksaw blades, electrical switches, lamps, garden keys, sandpaper, pc and cpvc cleaner files, lubricants, shower handles or knobs, mineral color, refrigeration motors, tires, nylon, magic eyes doors, paint (aerosol), lamp holder, pc and cpvc glue, enamel paint, peel roller, various resistors, various grids, rep Our electrical plant, electrical rosettes, blind rivets, various silicones, electro silver welding, movement sensors, various outlets, furniture dyes, various diameter screws, coaxial terminals, electrical covers, pc and cpvc tees, pc and cpvc plugs, cpvc unions and pc, universal cpvc and pc, vinyl paint shower rods, sanitary tank handles, hinges, silversmith mixers, wheelbarrow tires, wire bristle fretwork, fixed doors, gas keys or valves, automatic or plug various amps, plastic stucco, liquid hypochlorite and granulated at 91% and 70%, alkalos, algaecide, essences, plastic stucco, vinyl, industrial thinner, Varsol, creoline, wood stain, muriatic acid, anti-fungal silicone, flux paste, linseed oil, wax, paint remover, granulated calcium carbonate, phosphate rock, battery water, ACPM, organic degrader, insecticides, pens, markers, agendas, AZ, boards, cardboard and plastic folders, sticky notes, car tubes and toner, lace.</p>
<b>POOL, SPA AND GYM</b>	<p>foam mat, Pilates ball, dumbbell kit, wooden and rimax chairs, calculator, locker keys, alligators, brushes, mirrors, massage tables, clothes racks, air freshener, space heater, electric pots, water dispenser liquid soap, bath robes, sun loungers, parasols, almond oil, scrubs, disposable pool caps, cleansing milk, disposable pantyhose, protective cream, notifying emulsion, face mask, disposable sheets, moisturizers, disposable top, bathing suit disposable, sunscreen, sunscreen, self-tanning cream, diapers, shorts, slippers, presto beard, rinse, cream,</p>

PROCESS	RAW MATERIALS
	tampons, soothing, refreshing gel, make-up remover towels, bathing suits, shorts, shampoo sachets, conditioner, milk, body wax, chocoscrub, marinated water, honey, germaine products, stones, aromatic candles, essences, towels, robes , pens, tables, cartridges, antibacterial gel.

## 9. CHEMICAL PRODUCTS

AREA	CHEMICAL PRODUCT
<b>MAINTENANCE</b>	pintuco weather cuirass
	Vinyl Type 1 Tito pavón
	stucco plastic
	sika 1
	Linseed oil
	Industrial Tinner
	Varsol
	Sika 2
	Creolin Gold
	Traffic paint (yellow, black, white)
	wood stain
	Muriatic acid
	Concentrated stain remover
	Propane gas "torches"
	Spray paint
	Boxer
	PVC glue
	CPVC glue
	Transparent anti-fungal silicone
	Putty
	flux paste
	EASY wax
	Chapel WF 150-32
	lubrication chains
	2-stroke engine oil
	Differential Lubricants 85W-140
	Hydraulic AW 68
	Gasoline engine oil
	silicone lubricant
	rubbing compound
	ColorPlus
	Multicolored synthetic enamel
	paint remover
	Gasoline

## EMERGENCY PLAN

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AREA	CHEMICAL PRODUCT
	ACPM Delmethrin 2, 50 Sambamethrin Quaternary ammonia-based germicide SQ 43 Zoorat Palm Tree Gel Biolatrines Basfoliar Algae complex NPK Lorsban decide Chlorine 91% tablet X 200gr Chlorine 70% granules Chlorine 91% granules Alkalos Star Blue algaecide organic degrader natural fluorescence Calcium phosphate rock granulated calcium battery water Refrigerant car shampoo essences
WAITRESSES AND LAUNDRY	Antibacterial gel Building Textile softener Degreasing emulsion 2 in 1 Classyc liquid air freshener Varsol regular bleach oxygenated bleach iron sequestrant citronella King Bar Soap Dersa powder soap
KITCHEN	multipurpose shampoo decarbonizer for ovens Chlorinated bleach and disinfectant organic disinfectant
	Building Chlorinated bleach and disinfectant Classyc air freshener Dersa soap powder

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DURUELO HOSPEDERIA

**EMERGENCY PLAN**

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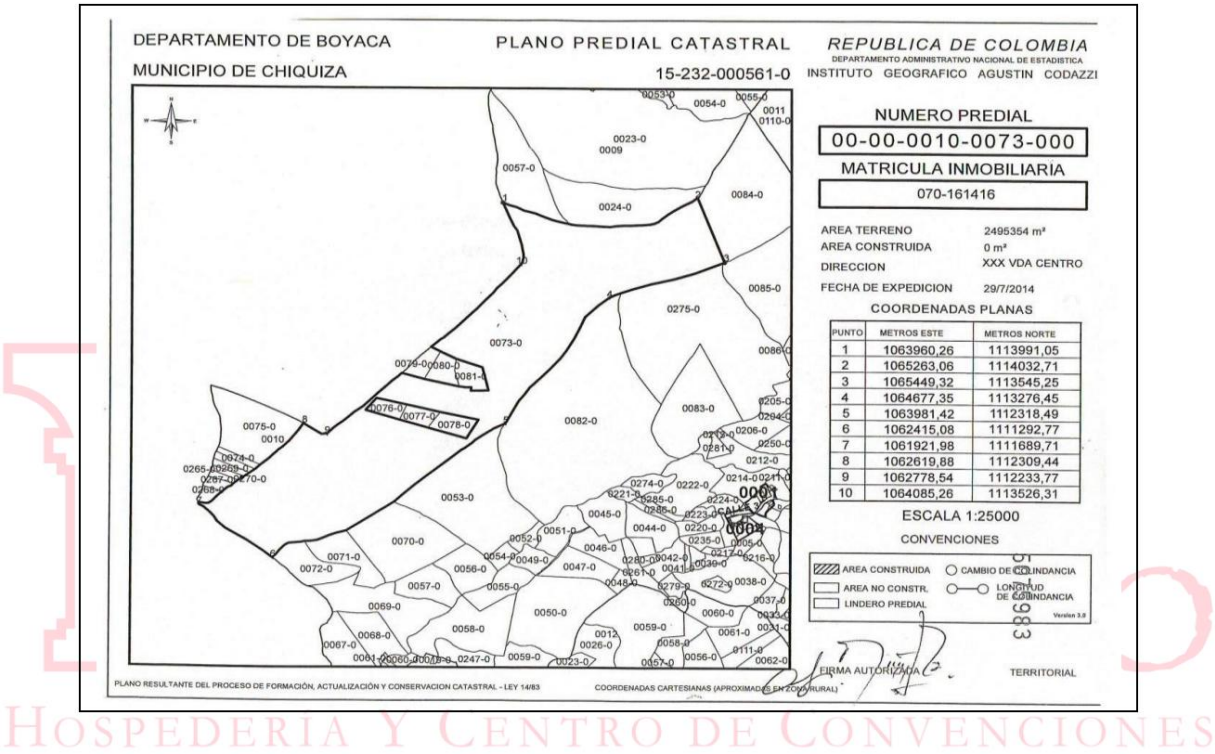
AREA	CHEMICAL PRODUCT
<b>SPA</b>	Antibacterial gel King Bar Soap Action Cream Degreasing Soap ecological varsol antibacterial hand soap
<b>DINING ROOM</b>	Gel Samovars Blue Fire Liquid wax
<b>ACCOMMODATION</b> (Reception buttons)	Liquid wax Window cleaner Antibacterial gel

**MD Duruelo**  
HOSPEDERÍA Y CENTRO DE CONVENCIONES

CHAPTER III. VULNERABILITY ANALYSIS.

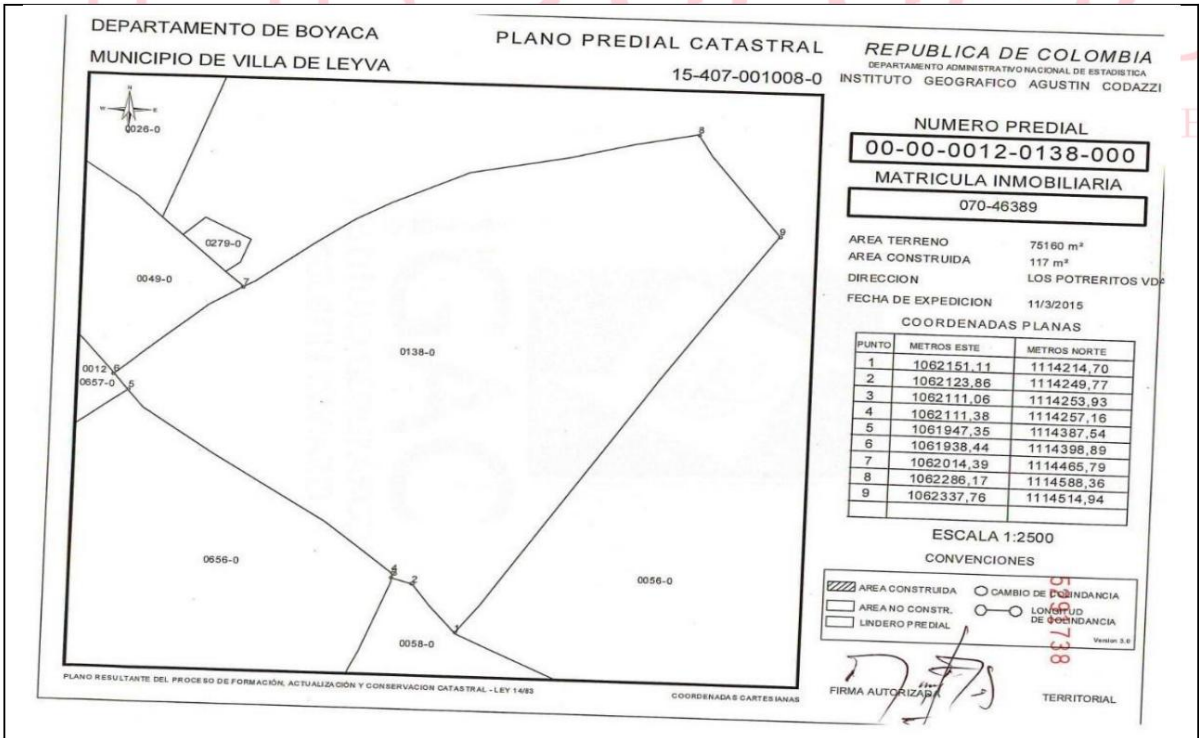
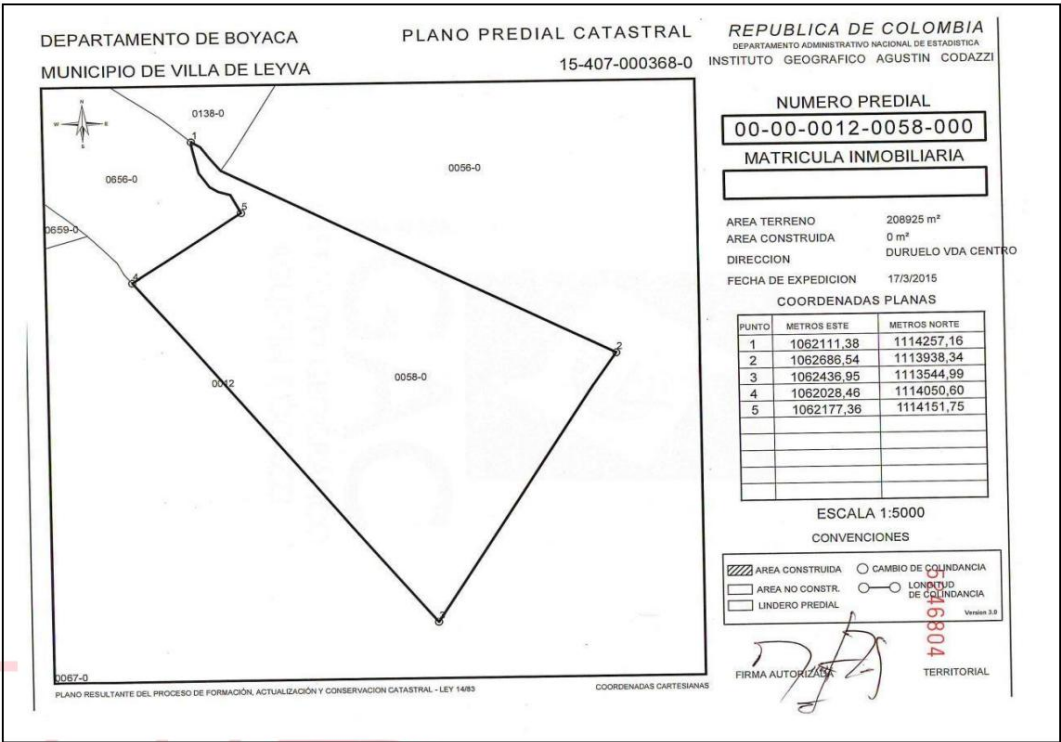
1. STRUCTURAL ELEMENTS.

Order of Discalced Carmelites Hospedería Duruelo is distributed over 2 floors where the Administrative area and the production area and/or kitchen and restaurant service are located; and 4 levels where lodging, events and conventions, maintenance, wet area and spa services are provided, whose structural elements are:

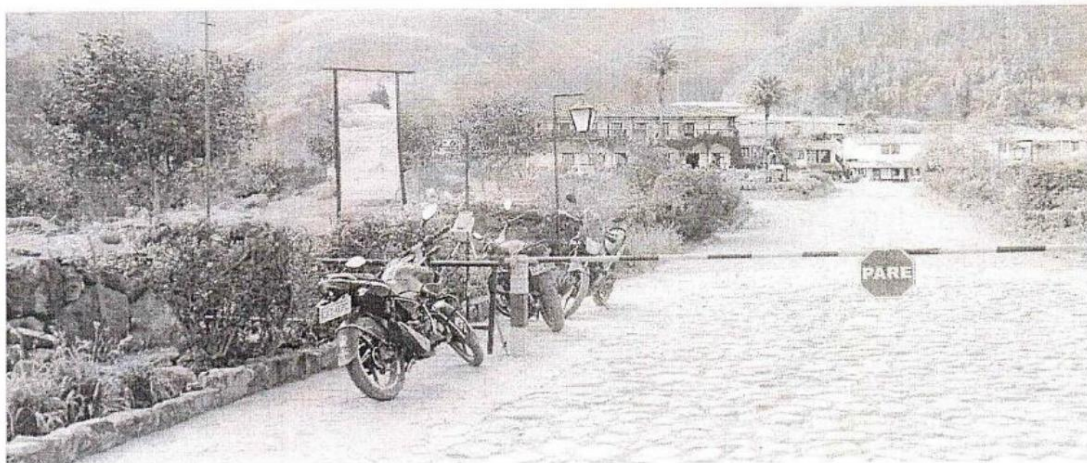
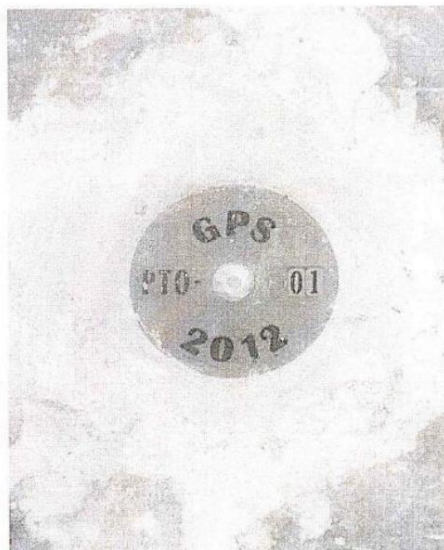
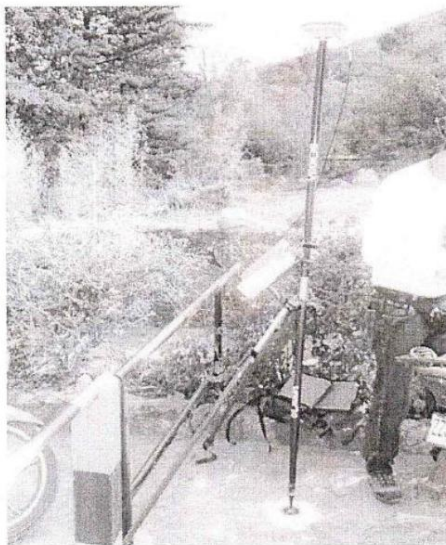




EMERGENCY PLAN

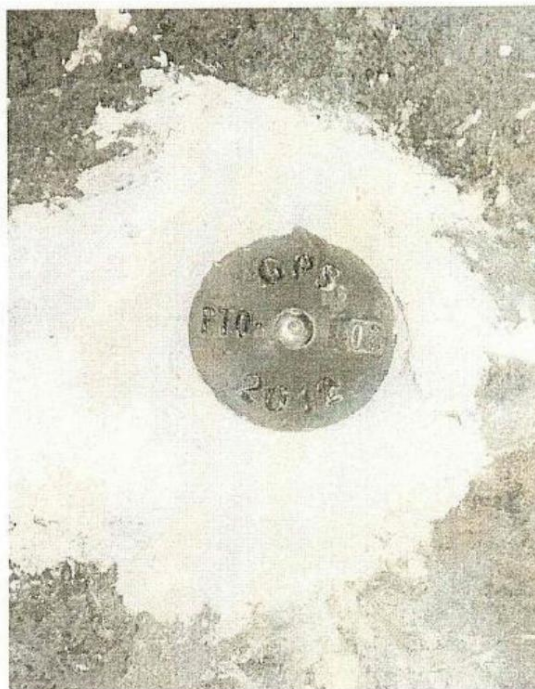
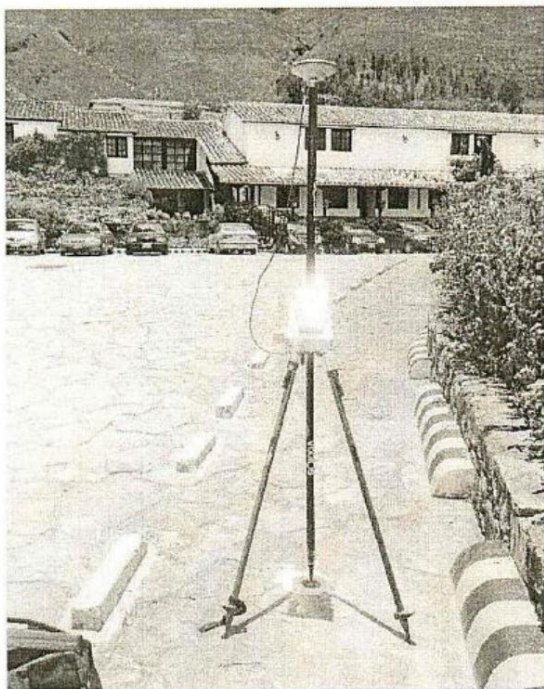


FOTOGRAFÍAS DEL PUNTO GPS-1





## FOTOGRAFÍAS DEL PUNTO GPS-2



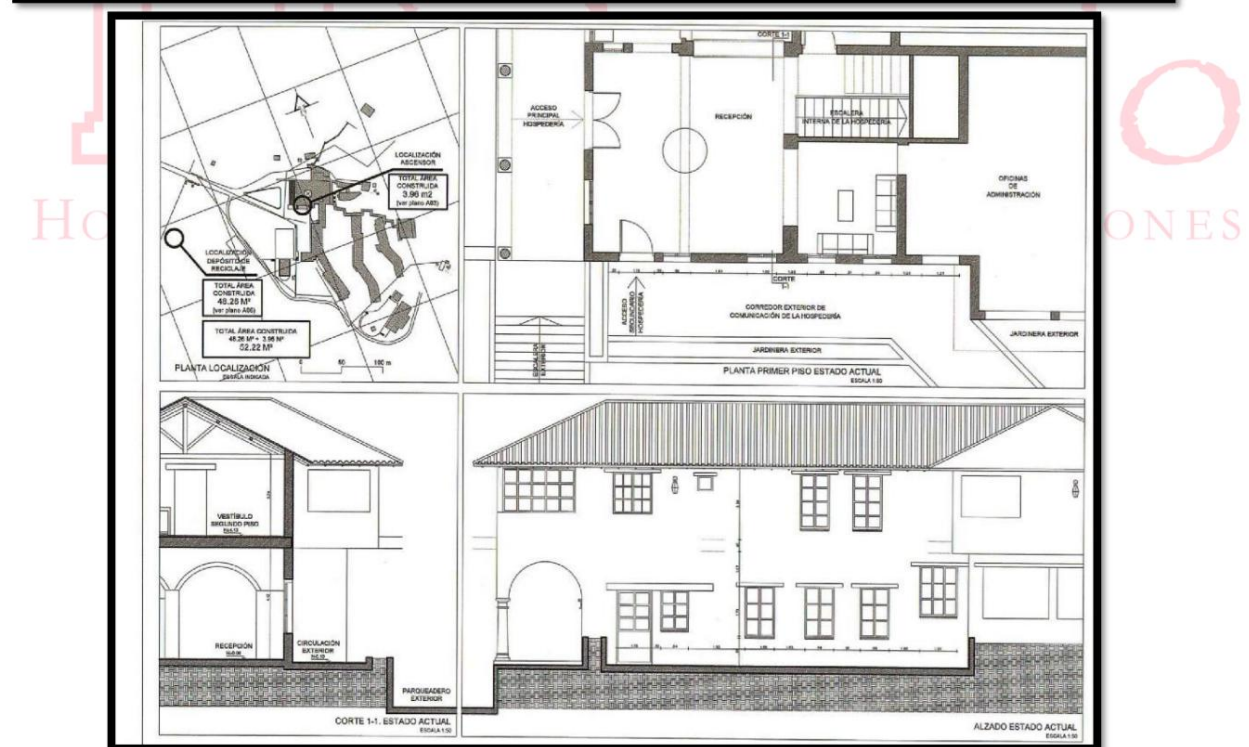
## COORDENADAS GEOGRÁFICAS (WGS-84) Y PLANAS GAUSS-KRÜGER (MAGNA) - Epoca\_2012.7

Contrato: DETERMINACIÓN DE COORDENADAS CON GPS  
 Cliente: Carlos Zuluaga  
 Calculo: PRY - Edwin A. Benavides Guio.  
 Proyecto: DURUELO  
 Fecha: 06 de Septiembre de 2012

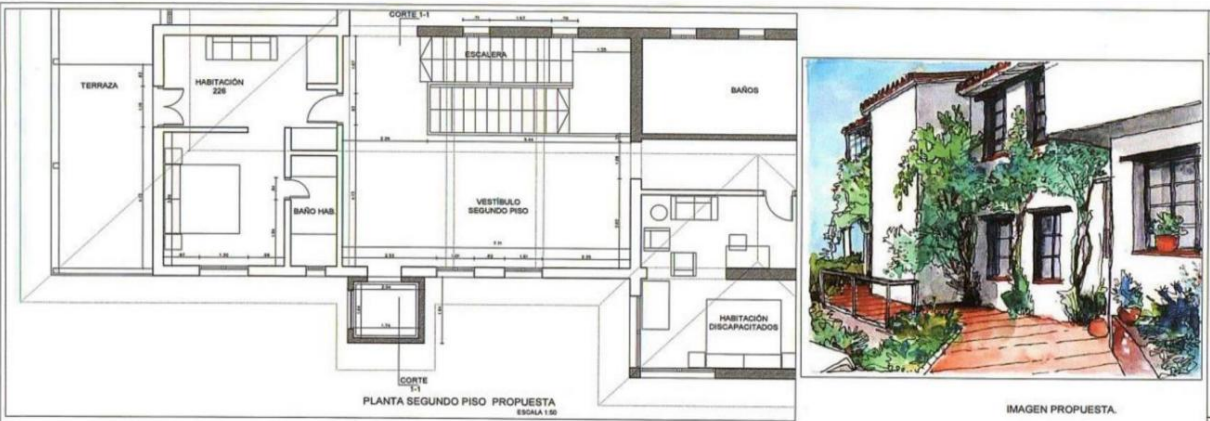
DATUM: GAUSS - MAGNA 4°35'46.3215" N  
 74°04'39.0285" W  
 ORIGEN: Bogotá-MAGNA 1,000,000 m  
 1,000,000 m  
 0 m.s.n.m.m.

G: Geométrica  
 NG: NGeocol2004

GEODÉSICAS MAGNA SIRGAS				PLANAS GAUSS-KRÜGER					
PUNTO	LATITUD	LONGITUD	ALTITUD ELIPSOIDAL	NORTE	ESTE	COTA ORTHOMETRICA	TIPO DE NIVELACIÓN	Ondulación	DESC.
BOGA	4° 38' 19.25446" N	74° 04' 47.81749" W	2609.995	1004697.654	999729.110	2583.775	NGeocol2004	26.22	IGAC
GPS-02	5° 37' 44.96166" N	73° 31' 05.38804" W	2214.916	1114257.128	1061968.650	2189.796	NGeocol2004	25.12	DURUELO
GPS-01	5° 37' 47.70064" N	73° 31' 07.98845" W	2204.919	1114341.191	1061888.541	2179.819	NGeocol2004	25.10	DURUELO







IMÁGENES PROPUESTA

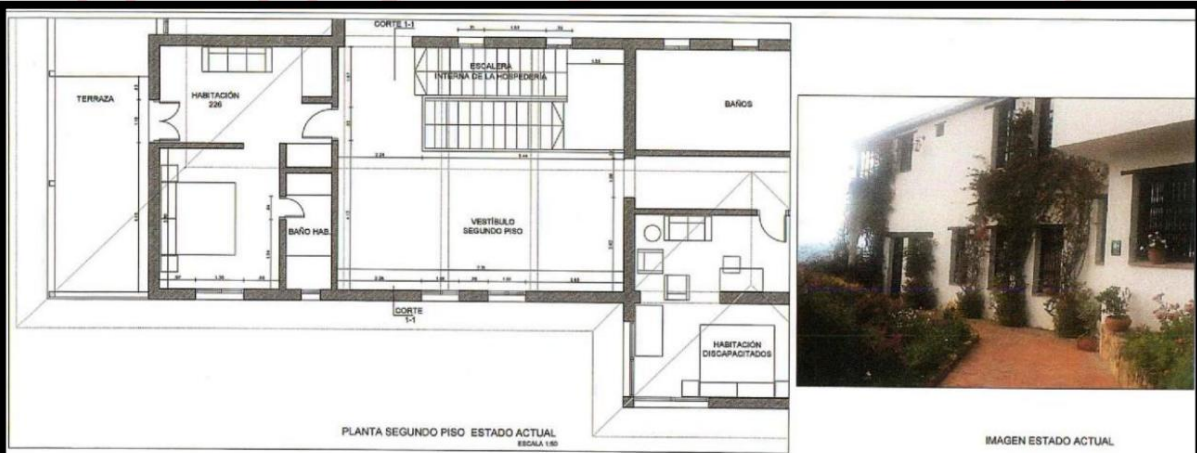
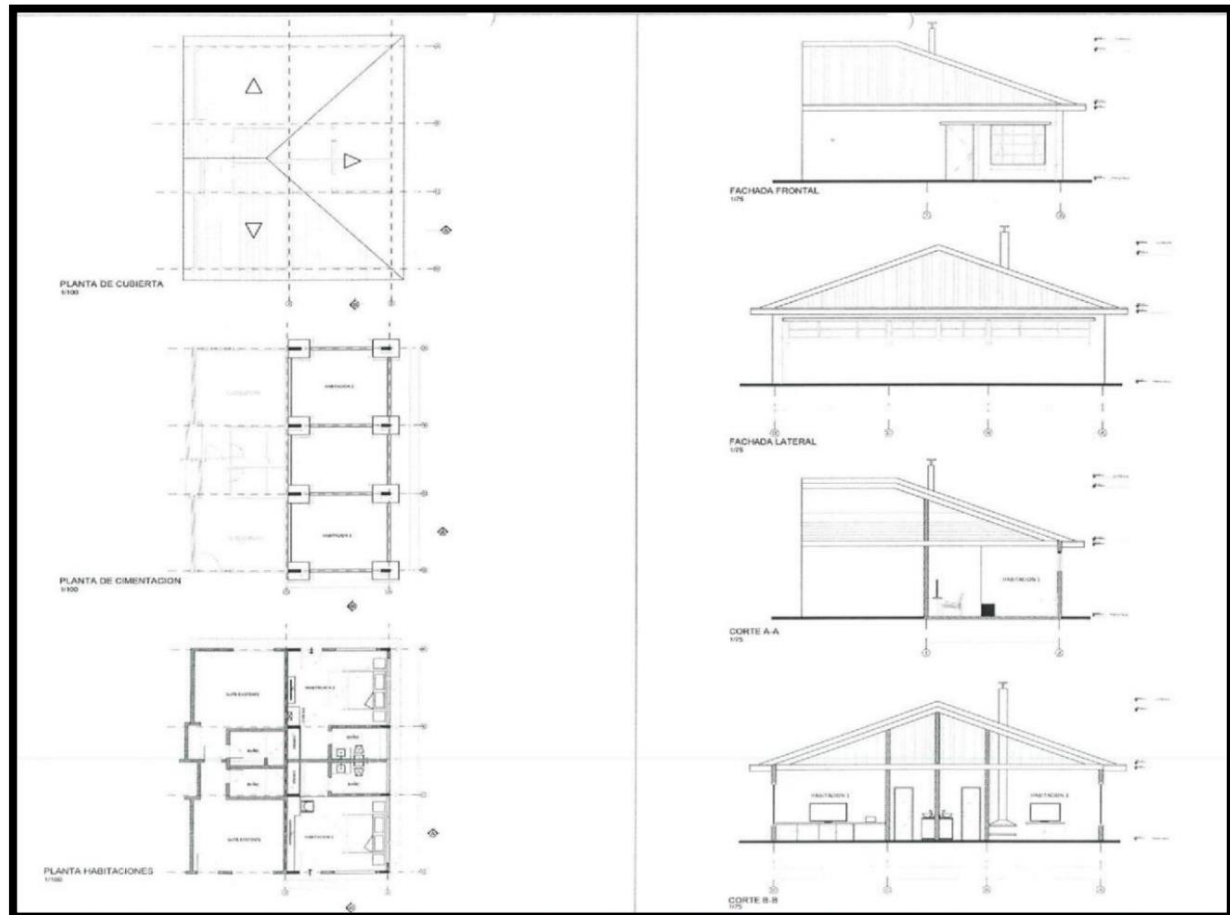


IMAGEN ESTADO ACTUAL



IMÁGENES ESTADO ACTUAL



## 2. CONSTRUCTION PHASE OF THE HOSPEDERIA.

**PHASE 1.** Cabin and round tank of the treatment plant.

**PHASE 2.** Restaurant, kitchen, fountain room, llama room, castle room, bar and first-class rooms.

**PHASE 3.** Second and third level.

**PHASE 4.** Fourth level and completion of the drinking water treatment plant.

**PHASE 5.** Monte-Carmelo room.

**PHASE 6.** Swimming pools and spa area.

**PHASE 7.** Rooms 111 to 124.

**PHASE 8.** Remodeling Llama room and castle room.

**PHASE 9.** Typical kitchen remodeling.

**PHASE 10.** San Roque House.

**PHASE 11.** San Isidro orchard.

**PHASE 12.** Composter.

**PHASE 13.** Wastewater treatment plant (WWTP).

**PHASE 14.** Change of deputy management office, Dini game room and Cootradur office.

**PHASE 15.** Remodeling laundry ceilings and women's locker room.

**PHASE 16.** Remodeling kitchen and typical restaurant.



**3. CONSTRUCTION MATERIALS IN HOSPEDERÍA DURUELO.**

FLOORS : tile and carpet.

**CEILINGS:** Wooden beams, guadua, clay tile.

**WINDOWS:** Wood and glass frames.

• **PHASES 1, 2 AND 3:** Fired brick, cement tie beams, columns and eucalyptus wood beams (double wall)

• **PHASE 4:** ½ and 3/8 beams and rods and columns in eucalyptus wood, eucalyptus wood beams (double wall)

• **PHASE 5:** Eucalyptus wood, abarco wood.

• **PHASE 6:** Brick and block, eucalyptus wood, tile and clay tile. • **PHASE 7:** Concrete, fired brick, abarco and savannah wood, tie beams

**4. SPECIAL FACILITIES.**

INSTALLATION	SOURCE
<b>WATER</b>	Urban network and Spanish channel
<b>ELECTRICITY</b>	EBSA Urban Network, Power Plant.
<b>SUB-STATION ELECTRICAL</b>	Sub-Electric Station Villa de Leyva
<b>HEATERS</b>	Use of Jacuzzis
<b>FUELS</b>	Natural gas, ACPM, gasoline.
<b>WIFI COMMUNICATION</b>	Telephones, television parabolic, wave radio short, corporate cell phones.

**5. EMERGENCY BACKGROUND.**

Emergency situations that occurred both internally and externally to the company in the past. It is vitally important to establish these data to help determine later the probability that similar emergency events will be repeated; You can consult the records of the municipal fire department, security companies, the company's own records, the municipal disaster risk management office, interview collaborators and company owners, ARL. If it is possible that data is found, the type, causes and number of people affected by the emergency must be established.

**YEAR 1996 – FOREST FIRE****FOREST FIRE IN VILLA DE LEYVA**

A forest fire devoured a vast rural area of Iguaque Park last night, in Villa de Leyva (Boyacá). According to the mayor, José Gabriel Suárez, the conflagration began at four in the afternoon and by nightfall it had already destroyed some 70 hectares of forest. The inhabitants of four houses that were in the risk zone were evacuated.

To try to control the fire, firefighters from Chiquinquirá and Tunja arrived in the area, since Villa de Leyva lacks this service. The Police, the Army and the Civil Defense also joined the task.

The resumption of work to put out the flames and to determine if it is necessary to request more reinforcements was scheduled for today at dawn.

Suárez warned that it was urgent to establish with the Ministry of the Environment special protection zones for the Iguaque park, where several fires have already been registered in recent years and have left irreparable ecological losses.

By: NULLVALUE

Sep 13, 1996

### **YEAR 2010 – FOREST FIRE**

#### ***Villa de Leyva threatened by a raging fire***

The conflagration has consumed about 350 hectares of forest. More than 200 people try to put out the flames. A large forest fire that has destroyed at least 350 hectares of forest, in the Boyacá municipality of Villa de Leyva, threatens to spread.

The fire broke out early on Saturday and its origin is still unknown. "Since last night in the Cerro de Iguaque, in Villa de Leyva, they have been working to control the fire.

System equipment and personnel at the forefront," the National Unit for Disaster Risk Management reported at the time.

Five helicopters and some 200 people belonging to relief corps, volunteers and authorities attend to the emergency and support the work in that region of

country.

The conditions are complicated due to the summer and the strong winds that blow at this time of the year.

In addition to the work that is being carried out to put out the conflagration, the authorities remain attentive to the outbreaks that may occur due to the heat and the fire that can be preserved in the subsoil of the burned areas.

For his part, the Minister of the Environment, Gabriel Vallejo, reported that this Monday work resumed in the Iguaque Massif: "Today we will have five helicopters and more than 200 people to stop the flames in Villa de Leyva," he said.

This case is not the only one, as reported by the head of the environment portfolio to Caracol radio, there are about 21 forest fires in the country due to high temperatures.

**YEAR 2012 – FOREST FIRE Authorities try**

**to control forest fire in Villa de Leyva** Uniformed Police, Army, Civil Defense, Red Cross and Firefighters try to put out the flames.

**By: TIME BOYACÁ EDITORIAL August 25, 2012**

Thirty hectares of native oak forests have been reduced to ashes in the El Boquerón sector of Villa de Leyva (Boyacá) due to a raging forest fire.

According to members of the Fire Department, the conflagration was caused by what they have called criminal hands, since the fire was caused by a person.

The flames reach a height of 30 meters, which is why ten homes located in the lower part of the hill that borders the Iguaque Flora and Fauna Sanctuary were preventively evacuated.

About 120 uniformed personnel from the Police, Army, Firefighters, Red Cross and Civil Defense traveled to the area, who have been working since midday on Saturday to extinguish the flames.

It is expected that in the next few hours a helicopter from the Colombian Air Force (FAC) will make reconnaissance flights to later help put out the flames with the collaboration of a bambi (bag that is fitted to the aircraft that collects water and then throws it on the fire).

**YEAR 2014 – FOREST FIRE**

**NATION | 2014/10/01 00:00**

**Fire threatens the urban area of Villa de Leyva**

The conflagration has consumed about 200 hectares of native forest and can extend to the center of the municipality.

Since Tuesday night, a fire has been registered in the urban area of the municipality of Villa de Leyva (Boyacá). The authorities and the community are making efforts to extinguish the conflagration that threatens to spread to the urban area.

The gigantic fire began at noon this Tuesday in the municipality of Sáchica.

Preliminary information from the authorities shows that several families have already been evacuated because the flames have consumed nearly 200 hectares of native forest.

It is expected that at least 400 people from the Army, the Police, the Civil Defense will arrive at the place; the fire departments of Tunja, Villa de Leyva and Chiquinquirá, as reported Radius snail.

The mayor of Bogotá, Gustavo Petro, announced on his Twitter profile that he had authorized the sending of four firefighting machines and 30 specialized units to help put out the conflagration.

For its part, the Air Force, through its social networks, announced that for several hours it has been attending to the fire that threatens three neighboring municipalities.

### **YEAR 2015 – FOREST FIRE**

**NATIONAL 29 AUG 2015 - 6:43 PM**

Fire in Villa de Leyva has consumed at least 100 hectares of forest The strong winds favored the fire to spread rapidly through the Esterillal hill sector, where 20 homes will have to be evacuated.

At least 100 hectares of forest and vegetation have been consumed by a forest fire registered near the municipality of Villa de Leyva (Boyacá).

This was announced by the director of the Departmental Council for Disaster Risk Management, Alirio Rozo Millán, specifying that "about 100 hectares of native forests and vegetation surrounding Villa de Leyva" have burned.

The fire started on Friday night and according to the risk agencies, the strong winds favored its rapid spread through the Esterillal hill sector, where 20 homes will have to be evacuated. "What we have been asking the community for to collaborate with us with motorized pumps and try to control so that the flames do not reach the houses, we are also waiting for the support of the Bogota Fire Department," said the mayor of Villa de Leyva, Fabián Camilo Igua, in dialogue with Caracol Radio.

The president revealed that they are trying to "attack" four sources "that have a line of 3,000 meters over the hill", while the Colombian Air Force (FAC) arranged a helicopter to try to overcome the emergency.

"Crews specialized in this type of operation and familiar with the area where the Colombian Air Force has been on many occasions carrying out this type of operation will be permanently in place until the flames are extinguished, in order to avoid affecting the population and their homes." , indicated the FAC.

To try to put out the flames, about 120 firefighters from Villa de Leyva and Tunja have traveled to the area, as well as the municipality of Chiquinquirá and members of the Civil Defense, Red Cross and Police.

### **YEAR 2016 - FLOOD**

**Tunja snail**

**TUNJA (COLOMBIA) 10/26/2016**

Heavy downpour in Villa de Leyva caused an emergency due to flooding More than 15 families and dozens of public establishments in the urban area of the municipality were affected by the torrential rains.

In the last few hours, heavy rains caused anxiety in one of the most important municipalities in terms of tourism in the department. Dozens of commercial establishments and more than 15 families have been reported so far affected by floods, when the local sewer system collapsed.

The director of the office of the Advisory Office for Disaster Risk Management, Carlos Robles, indicated on Caracol Radio that "at the exit to the municipality of Santa Sofía, more than 15 families were affected because the water amounted to more or less 50 meters high. The Villa de Leyva fire department is responding to the emergency by evacuating the families."

According to Major Luis Fernando Vélez, director of the Boyacá Sectional Civil Defense, "the collapse of the sewage system was the cause of the emergency, and we have to make visible the difficulties that this area has in that locality."

While work is being carried out to dredge the water, the Red Cross is carrying out a census throughout the town to establish the exact amount of material damage after the downpour.

## **6. INSPECTION OF THE FACILITIES.**

One of the strategies that provides the most information regarding knowledge of safety conditions and equipment for emergency care is the tour of the company's facilities and the review of machinery, equipment and tools.

The inspections carried out at the Order of Carmelitas Descalzos Hospedería Duruelo are complemented and evidenced with general and specific checklists according to what is to be evaluated or inspected (facilities, equipment, networks, signage, failure reports, interviews, photographs, videos, etc.) that allows identifying and evaluating the threats that arise in the company.

## **7. IDENTIFICATION OF THREATS.**

Through direct observation of all the company's facilities, the following aspects were analyzed.




Review of the general information provided by the Entity, in terms of general data and background information on events that have occurred in the past.

Direct observation in the facilities to identify both internal and external threats, which means the possible occurrence of a physical phenomenon of natural, technological or man-made origin and that may manifest itself in a specific place and at a certain time.

Once the threats have been identified, they are evaluated, combining the probability analysis with the physical behavior of the generating source, using information from events that have occurred in the past and qualifying them qualitatively based on the following scale:

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EVENT	BEHAVIOUR	COLOR ASSIGNED
POSSIBLE	It is that phenomenon that can happen or that is feasible because there are no historical and scientific reasons to say that this will not happen.	GREEN
		
PROBABLE	It is that expected phenomenon for which there are reasons and scientific technical arguments to believe that it will happen.	YELLOW
		
IMMINENT	It is an expected phenomenon that has a high probability of occurring.	RED
		

In accordance with the previous point, vulnerability was determined, understood as the predisposition or susceptibility of the headquarters to be affected or suffer a loss. For its analysis, the elements subject to risk were included, such as: people, resources, systems and processes.

ELEMENTS EXPOSED TO RISK	QUALIFICATION ASPECTS
PERSONS	<ul style="list-style-type: none"> <li>- Organization</li> <li>- Training</li> <li>- Endowment</li> </ul>
MEANS	<ul style="list-style-type: none"> <li>- Materials</li> <li>- Building</li> <li>- Equipment</li> </ul>
SYSTEMS AND PROCESSES	<ul style="list-style-type: none"> <li>- Public services</li> <li>- Alternate systems</li> <li>- Recovery</li> </ul>

Each of the above aspects was rated as follows:

VALUE	INTERPRETATION
0	When the elements and resources are available, when the procedures are carried out, among others.
0.5	When the elements, resources are available or when the procedures are carried out partially, among others.
1.0	When there is a lack of elements, resources or when procedures are not carried out, among others.

Once each of the elements was qualified, they were added together and the degree of vulnerability in people, resources, systems and processes was determined as follows:



RATING RANGE 0.0-1.0 1.1-2.0		VALUE
2.1-3.0	SHORT	GREEN
	HALF	YELLOW
	HIGH	RED

Once the vulnerability was determined, the level of risk was determined for the priority threats classified as imminent and probable, relating the threat and the vulnerability of the exposed elements, this relationship was represented by a risk diamond, which has four quadrants, one of them represents the threat for which the level of risk is going to be determined and the other three represent the vulnerability in the elements under risk: people, resources, systems and processes, according to the odors of each rhombus, the risk was qualified as follows:

NUMBER FROM DIAMONDS	RISK LEVEL	PERCENTAGE
<b>3 to 4 diamonds in red</b>	The risk is HIGH and means that they represent vulnerability and threat, they are at their peak so that the effects of an event represent a significant change in the community, economy, infrastructure and the environment.	From 75% to 100%
<b>1 to 3 red or 4 yellow diamonds</b>	The risk is MEDIUM, which means that of the values that represent vulnerability are high or the threat is high, it is also possible that 3 of all the components are qualified as medium, therefore, the social, economic consequences and effects and the environment may be of magnitude, but are expected to be lower than those caused by high risk.	From 50% to 49%
<b>1 to 3 diamonds yellow and the rest green</b>	The risk is LOW, which means that the vulnerability and the threat are controlled. In this case it is expected that the social, economic and environmental ones represent losses. minors.	From 25% to 49%

### 7.1. Hazard Identification Maps.

If possible, the maps listed below should be placed that can help us better identify and locate natural or technological threats that may affect the company.

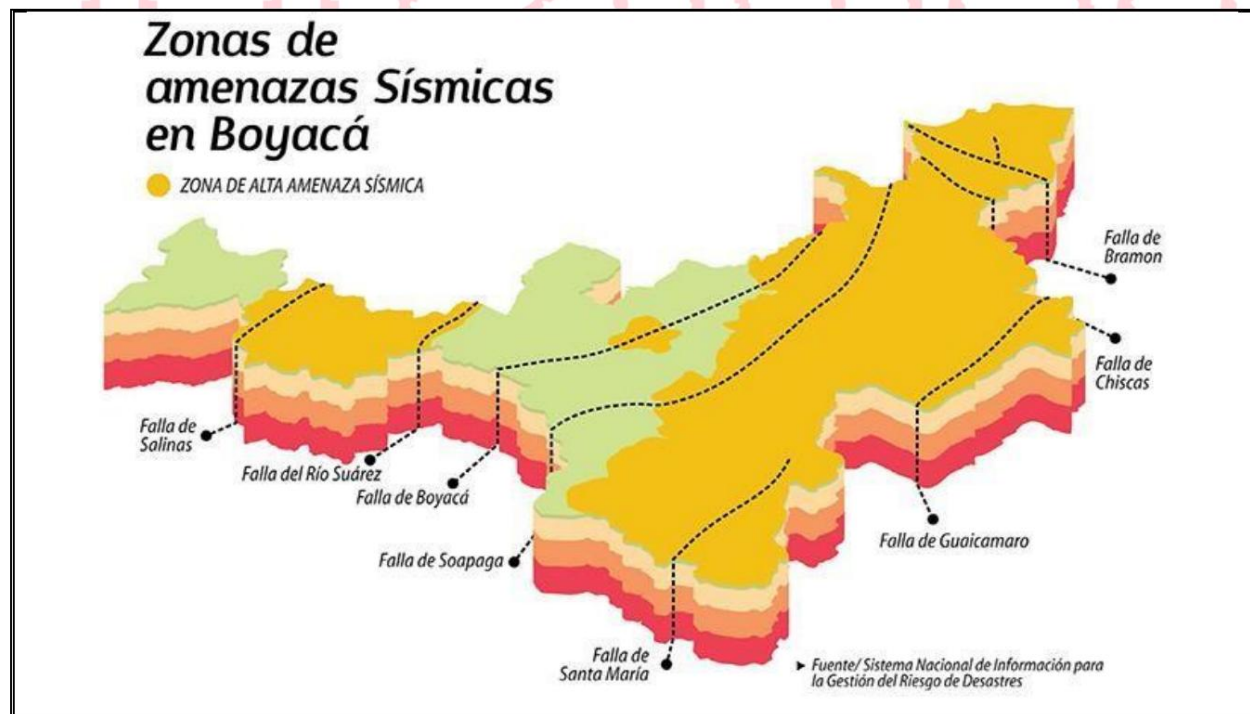
These can be consulted in the annexes of the Territorial Ordinance Plans (POT) of the municipality where the company is located or in the corresponding risk management offices.

Only those that really have some level of incidence and that can cause emergencies in the company will be placed.

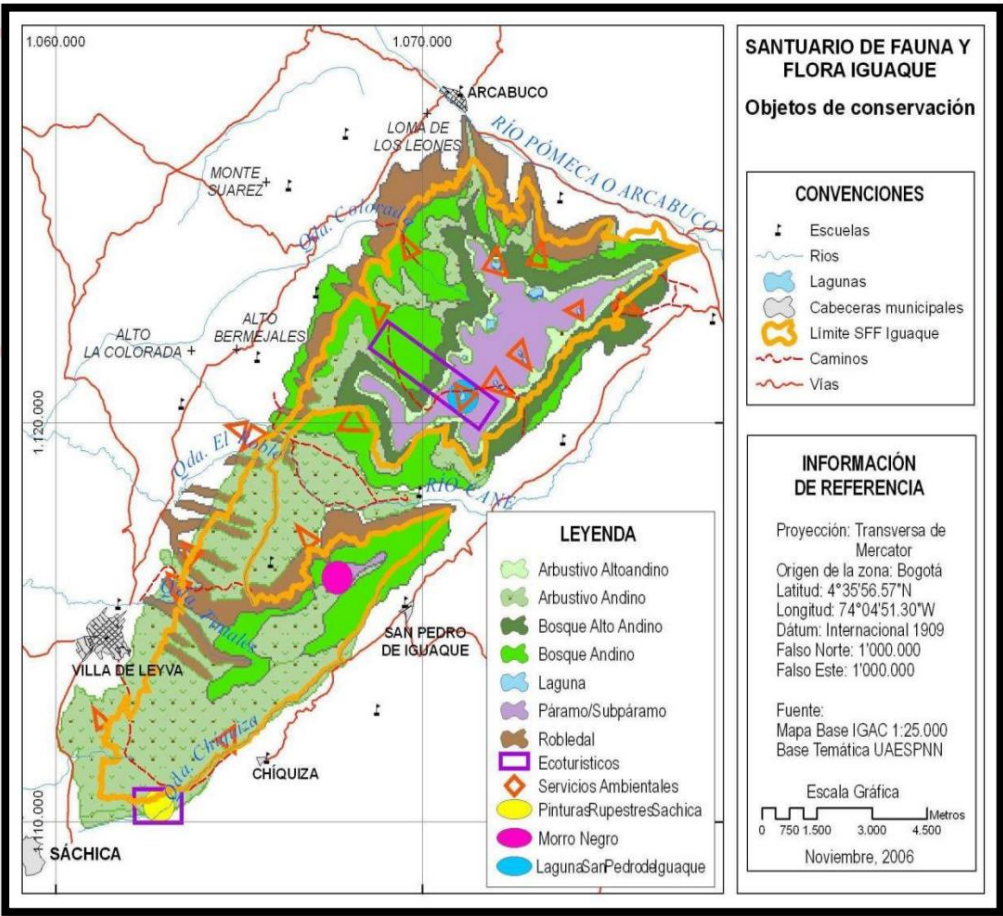
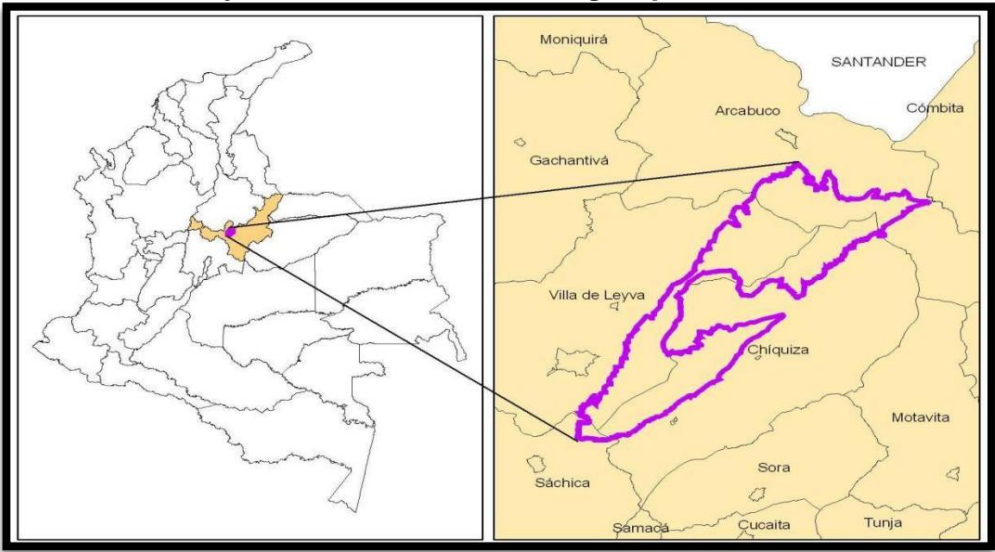
**- Map of Colombia**



**- Seismological risk zones in Boyacá**

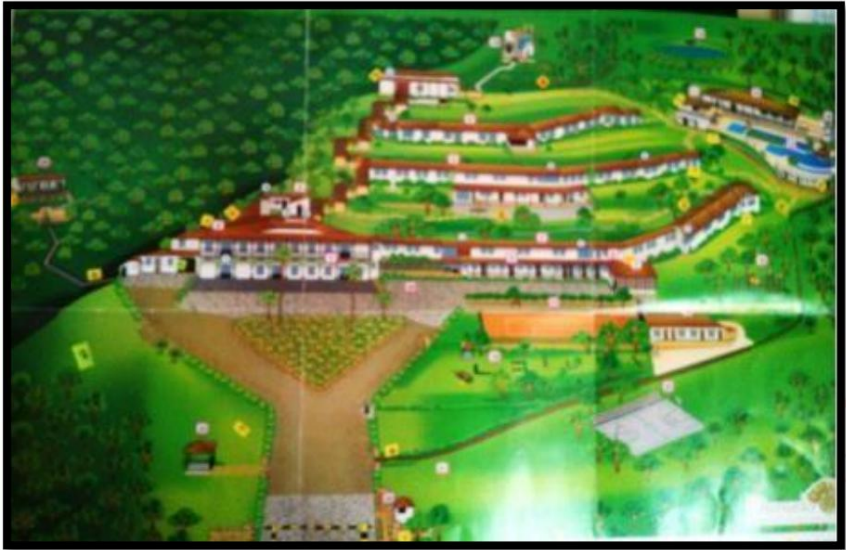
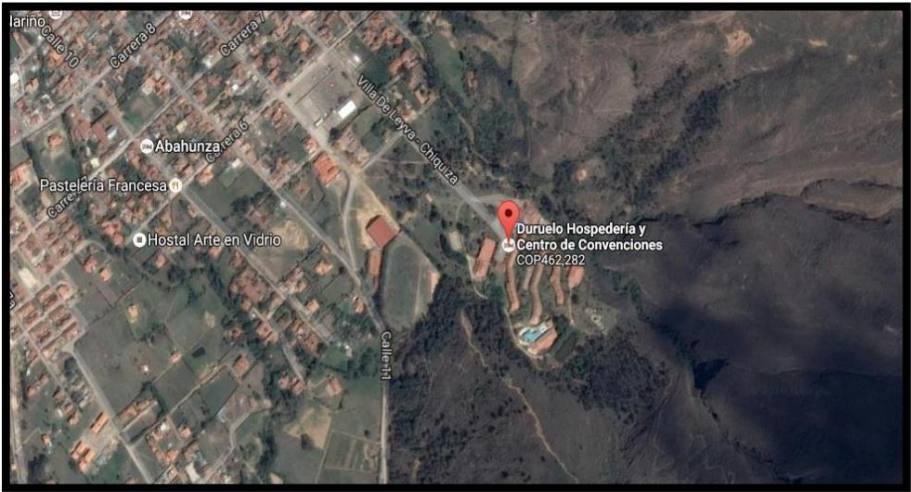


- Location of the Sanctuary of Flora and Fauna of Iguaque





- Hospedería Duruelo Map



Duruelo  
CONVENCIONES

8. ASSESSMENT OF THREATS

Based on the specific review of the facilities of the Order of Carmelitas Descalzos Hospedería Duruelo-Villa de Leyva, the following threats were established in priority order.

Threats due to natural phenomena		Threats due to phenomena of technological origin		Threats of anthropogenic origin	
Earthquake, earthquake or tremor	X	Fire	X	Terrorism	X
Seaquake		Explosion	X	Kidnapping	

Threats due to natural phenomena		Threats due to phenomena of technological origin		Threats of anthropogenic origin	
Volcanic eruption		Toxic gas exhaust		Extortion	X
Landslide of mud or land (Avalanche / Avalanche)		Spill of hazardous substances.	X	Vandalism	X
Hurricane		Radioactive pollution.		Famine	
Cyclone		Structural failure in physical plant.	X	Theft	X
Hailstorm	X	Failures in machinery and equipment	X	Epidemics	X
Flood	X	Loss, damage, sabotage of information by electronic means.	X	Riots	
Drought	X			road blocking	X
Heat wave		traffic accidents X			
Cold wave		Work accident.	X		
Forest fire	X	High-risk tasks. X			
Storm electrical (atmospheric discharge)	X	Food poisoning X			
		Medical emergencies X			

### 8.1. risk analysis

This activity consists of estimating the probability of an undesired event occurring in the lodging, food and beverage and wet area service provision activity, with a certain severity or consequences for the safety, health, environment and/or well-being of the all the people who are involved.

The color risk analysis methodology will be used in this process, which in a general and qualitative way allows developing threat analysis and vulnerability analysis of people, resources and systems, processes in order to determine the level of risk through the combination of the previous elements, with color codes. Likewise, it is possible to identify a series of observations that will form the basis for formulating the prevention, mitigation and response actions contemplated in the emergency plan.

The activity of the Order of Carmelitas Descalzos Hospedería Duruelo is exposed to different types of threats, for which a risk analysis is carried out for the natural and/or man-made threats that have been identified and considered, and that may have a considerable impact.

As a first step to carry out a risk analysis, the threats that could have a negative impact on the activity of the Order of Discalced Carmelites Hospedería Duruelo-Villa De Leyva are identified.

The threats identified once the analysis of the risk maps and the tour of the facilities are listed below:

**Of natural origin:**

- Earthquake, earthquake or tremor - hailstorm
- Flood
- Drought
- Winds or gales
- Forest fire

**Technological origin:**

- Structural fire
- Propane Gas Cylinder Explosion
- Spill of hazardous substances (Chemical products)
- Structural collapse
- Failures in machinery and equipment - Losses, damages, sabotage of information by electronic means.
- Traffic Accidents
- Work accidents
- High risk work
- Food poisoning - Medical emergencies

**of social origin**

- Theft
- Epidemics: Flu, gastroenteritis, Covid 19 - Roadblocks due to demonstrations, festivals and/or crowds or reasons of public and/or social order.

**8.1.1. Identification table of threats from the Order of Discalced Carmelites Hospedería Duruelo-Villa de Leyva**

ITEM	THREATS 1.	ORIGIN OF THE THREAT
	Earthquake, earthquake or tremor	According to the seismic microzoning study in Boyacá, Villa de Leyva is classified as an area with medium earthquake hazard. All facilities are built with resistant materials, although they are not exempt from possible damage in the event of a phenomenon of this nature.




ITEM THREATS 2.		ORIGIN OF THE THREAT
	Hailstorm	Villa de Leyva is exposed to heavy rains and therefore strong hailstorms that could affect facilities and even our human resources depending on their severity.
3.	Flood	According to the incidence of heavy rains, flooding has been identified in part of the facilities (some halls and rooms)
Four.	Drought	Due to the location Villa de Leyva is one of the municipalities with the most desert area in Boyacá and during most of the year there are large waves of sun, thus generating droughts during most of the year.
5.	gale winds      powerful      or	There may be damage to roofs or facades Due to the strong waves of sunshine during the year and the proximity to the
6.	Forest fire	mountainous and wooded areas of the municipality, the company is at risk due to this type of event if it occurs, and Villa de Leyva is one of the the municipalities with the highest risk of fire during the year.
7.	structural fire	The fire is the occurrence of uncontrolled fire and the explosion is the release of energy generated by the occurrence of physicochemical phenomena, generally after an explosion a fire ensues. This phenomenon can affect structures and living beings. They can be caused by failures in the electrical system, fuel spills or flammable gas leaks in the presence of a spark or fire.
8.	Propane Gas Cylinder Explosion	Use and handling of propane gas before a point of ignition and exposure to the sun.
9.	Spill of hazardous substances (Chemical products)	Handling of chemical products and/or dangerous substances necessary for the development of the different activities.
10.	Structural collapse	Due to the age of some facilities, continuously carry out although remodeling In the development of the different activities there may be some mechanical failure in machinery and equipment that can
eleven.	Failures in machinery and equipment	be easily solved by the maintenance area or difficult to manage, which can affect in some way the activity in development <b>HOSPEDERÍA DURUELO</b>









## EMERGENCY PLAN

ITEM THREATS 12.		ORIGIN OF THE THREAT
	Loss, damage, sabotage of information by electronic means.	There may be a risk that staff with no good intentions sabotage company information, preventing the provision of good service and quality in the provision of this
13.	traffic accidents	In the provision of transportation services for clients, guests and collaborators and the transit of personnel in vehicles for the purchase and acquisition of supplies, you may be exposed to traffic accidents due to mechanical failures or other possible circumstances.
14.	Work accidents	Human Origin (Unsafe Action and Unsafe Conditions)
15.	High risk work	For work in confined spaces or work at heights.
16.	Food poisoning	For products in poor condition
17.	Thefts, robberies and robberies	Due to the existence of this scourge in our country and specifically in Bogotá, Tunja and others through which our collaborators, guests or clients may travel, caused by common or organized crime
18.	Epidemics: Flu, gastroenteritis, COVID 19	Origin by vectors and bacteria by contact with water or direct contact with people, with the common flu, influenza, virus (COVID 19), and gastroenteritis.
19.	Blockade of roads due to demonstrations, festivals and/or crowds of people or reasons of public and/or social order.	It is the congregation of a number of people, who meet in one place and whose objective is to protest for any disagreement, which can seal main or easily accessible roads that affect the transit of our collaborators both in the development of their activities and the client. in transportation and/or mobilization to take our services











## 8.1.2. Threat rating and analysis table.


#	THREAT ORIGIN	DESCRIPTION OF THE			QUALIFICATION	
		INT	EXT	THREAT	Probability	color
OF NATURAL ORIGIN						
1	Earthquake, X or natural phenomenon affecting the company's structures	The event of an earthquake occurring due to a seismic event		may affect a sleeping located 04/24/2021	POSSIBLE	

## EMERGENCY PLAN

#	THREAT ORIGIN	DESCRIPTION OF THE			QUALIFICATION	
		INT	EXT	THREAT	Probability	color
OF NATURAL ORIGIN						
2	Hailstorm			X There is a probability of the occurrence of hailstorms that may affect the company's facilities (drainage systems and/or roofs)	PROBABLE	
3	X Flood			Flooding of some halls and rooms when heavy rains and gales occur.  with	PROBABLE	
4	Drought	X		Water shortages due to strong dry seasons during the year X There have been no windstorms that	PROBABLE	
5	Winds or gales			roofs and facades. There have been fires occurred around the facilities, putting them at risk	POSSIBLE	
6	Forest fire				IMMINENT	
OF TECHNOLOGICAL ORIGIN						
7	Structural Fire	X		The company has a combustible cargo represented in: wood, frames, office equipment, UPS Room, food and beverage services (natural gas, gas ovens, propane, microwaves, stoves, fretwork).	PROBABLE	
8	Explosion Cylinder Gas propane	X		Attacks, propane gas cylinders	POSSIBLE	
9	Spill of hazardous substances	X		Storage chemical products (Cleaning, maintenance and fumigation) from	PROBABLE	

## EMERGENCY PLAN

#	THREAT ORIGIN	DESCRIPTION OF THE			QUALIFICATION	
		INT	EXT	THREAT	Probability	color
OF NATURAL ORIGIN						
	(Chemical products)					
0	structural collapse	X		Structural failures due to the age of the facilities Failures in machinery and equipment that	POSSIBLE	
	Failures in machinery and equipment	X		can affect the different processes.	PROBABLE	
	Loss, damage, sabotage of information by electronic means	X		Failures may occur in equipment that supports the operation of the business	PROBABLE	
3	traffic accidents		X	Transit of some collaborators through areas of high vehicular flow Human Origin (Unsafe	POSSIBLE	
4	Work accidents	X		Action and Unsafe Conditions)	PROBABLE	
5	High risk work	X		For work at heights, confined spaces and handling of machines and/or equipment In the event of any food being	POSSIBLE	
6	intoxication food	X		presented in poor condition or with an expired date due to possible human errors.	POSSIBLE	
7	emergency medical ace	X		Medical emergencies are likely to occur including users	POSSIBLE	
OF SOCIAL ORIGIN						
	thefts		X	Common crime	POSSIBLE	
	Epidemics: Influenza, gastroenter		XX	COVID 19 pandemic (2020-Quarantine and closure of establishment by IMMEDIATE 04/24/2021		

#	THREAT ORIGIN	DESCRIPTION OF THE			QUALIFICATION	
		INT	EXT	THREAT	Probability	color
OF NATURAL ORIGIN						
	ritis, Covid 19			pandemic control) common illness such as flu and gastroenteritis		
	Road blockade by demonstration ions, festivals and/or crowds ones of people or reasons of public and/ or social order.		X	Closing of roads due to demonstrations that prevent the calm transit of our guests and some collaborators	POSSIBLE	

## 8.2. Interpretation of results

It is evident that in general the risk factors found in the vulnerability analysis are of LOW level, with the presence of 1 IMMINENT THREAT. Among the risk factors that require intervention are: Continuous monitoring and control of alarm systems, training of fire brigades, and review and maintenance of fire control equipment.

In the case of natural and social risk factors, training, disclosure and preparation for this type of threat is important for good care in emergencies, it is important to have updated plans and signage available periodically in accordance with local modifications, where evacuation routes are easily distinguished, without neglecting management with the community and external aid bodies (Firefighters, Red Cross, Civil Defense, National Police, Hospital) .

In the case of floods and floods, hailstorms, either due to roof failures or broken pipes, it is recommended to carry out periodic inspections and maintenance and cleaning of channels, training for maintenance personnel and surveillance for early detection.

Regarding technological risk factors and fires, it is important to consider preventive and corrective maintenance activities for work teams, electrical installations, gas networks, and likewise the provision of inspection programs for locative installations, equipment emergency and sources of ignition.

**Annex VER Diagnosis of Threat and Vulnerability Duruelo 2020****9. VULNERABILITY MATRIX*****Interpretation of the vulnerability matrix***

This assessment procedure is carried out for each of the threats identified as a risk for the company.

**9.1. VULNERABILITY HOSPEDERIA DURUELO**

Vulnerability is understood as the predisposition or susceptibility of an element to be affected or suffer a loss.

Vulnerability analysis is a process by which the entity determines the level of exposure and the predisposition to loss of an element or group of elements in the face of a specific threat.

The vulnerability analysis is performed for each of the threats identified in the previous paragraph, taking into account the following elements:

**• VULNERABILITY IN PEOPLE**

People are defined as employees and workers of the hotel, their organization and emergency control, training and complete equipment in implements for safety and personal protection are analyzed in accordance with the threat.

**• VULNERABILITY IN RESOURCES**

The resources are analyzed from two (2) fields, that of constructions, buildings, civil works, materials or equipment.

Instrumentation, physical protection, and control systems are qualified for each of these fields.

Instrumentation and monitoring is understood as surveillance actions and equipment used to observe any change in the threat that can generate a risk situation.

Physical protection, such as the barrier or structural design that reduces the effects that the threat may cause. Control systems such as installed equipment or administrative regulations to respond to the presence of a threat in order to reduce the effects.

**• VULNERABILITY IN SYSTEMS AND PROCESSES**

The processes are understood as the development of operational and surveillance activities; the elements involved under risk and the systems such as the ordered set of rules and procedures. In this case, two variables are analyzed:



The first relates to the recovery procedure or previously conceived activities, which allow processes and systems to function before an emergency, either by themselves or through insurance payments or other forms of financing.

The second is the alternate service understood as the existing process, mechanisms or parallel systems that allow the same function to be performed temporarily in the impact or recovery phase of an emergency. Example: emergency plant.

## **10. RISK LEVEL**

The risk is the possibility of exceeding a specific value of economic, social or environmental consequences in a particular place and during a certain time of exposure, it is obtained by relating the threat or probability of occurrence of a phenomenon with a specific intensity and vulnerability. of the exposed elements.

$$RISK = THREAT \times VULNERABILITY$$

For the rating of the risk level, the assigned risk colors and the following considerations are taken into account:

- HIGH RISK LEVEL
- MEDIUM RISK LEVEL
- LOW RISK LEVEL

## **11. RECOMMENDATIONS TO REDUCE VULNERABILITY**

Below is the list of general recommendations for the Hospitality study the feasibility of development in each of them and execute the ones that it considers most important:

### **11.1. Electrical Installations**

Monitor the preventive and corrective maintenance program for electrical installations, taking into account the elements and construction materials of the Inn.

- Implement a program of security inspections for the control of conditions such as unprotected sockets, overloaded sockets, etc.
- Review the grounding system in each of the facilities that are part of the company
- Provide the electrical panels of the building with service guides (Signalling) for each plug (thermal switch)
- In each electrical panel, it is recommended to locate a physical procedure to follow in case of emergency and to give the corresponding instructions.
- Prohibit the improvisation of electrical installations for collaborators in general and only authorize the development of these tasks to personnel qualified in the matter (Maintenance or relevant contractors)

**11.2. portable fire extinguishers**

- ÿ Make an inventory of the existing equipment, it is recommended to carry out the work with the checklist for the collection of information on the general condition of the fire extinguishers: their parts, access, maintenance results, recharge date and others.
- ÿ Install fire extinguishers taking into account that for every 200 square meters there must be one of these. It is important to highlight that, due to the type of facilities of the company, the multipurpose fire extinguisher is related as the one with the greatest effectiveness and protection of resources and facilities.
- ÿ Mark the fire extinguishers, taking into account that the signs must be located in a visible place on the upper part of the fire extinguisher, with adequate lighting that facilitates their reading.
- ÿ Send the fire extinguishers that have completed their service cycle (approximately 1 year) for maintenance and recharging, these must be emptied (those with dry chemical powder in a garbage bag) preferably in practices of the brigades or personnel in general, to ensure a full recharge. It is important to remember that the Solkaflam extinguishing agent, depending on its quality, can last up to years. What must be corroborated is that each year it is verified that the extinguisher has the appropriate weight (3.7 kg) and physical conditions.
- ÿ It is recommended to update and monitor the training of all officials in the proper handling of fire control equipment.

**11.3. Fire detection and early alarm equipment.**

- ÿ Implement an adequate alarm system, taking into account the provisions of article 11 (number 18) of Resolution 1016 of 1989. The alarm must have horns in all areas of the building to ensure that all personnel hear it and the identify. This must also work with an energy system independent of the electric power of the buildings.
- ÿ Once the alarm system is installed, a training program must be carried out for all personnel to understand and encode the sounds established to warn of the different events or threats.

**11.4. Evacuation of facilities.**

- ÿ Raise awareness among collaborators and clients about evacuation routes, emergency exits and meeting points
- ÿ Publish evacuation plans for the facilities at strategic points according to levels of concentration of clients of the Inn
- ÿ Keep the defined evacuation routes and exits clear
- ÿ Carry out a preventive review of the current state of the first aid elements aid
- ÿ Develop an adequate storage program for all areas of the company, it is common the accumulation of particulate material that can reach the electrical systems and cause a short.

**11.5. Facilities.**

- ÿ Carry out preventive and corrective maintenance on access systems (plates and doors) to each area.
- ÿ Carry out preventive and corrective maintenance of locative installations, especially surfaces that are irregular (perform an overview of risk factor's)
- ÿ Exit doors must always open outwards, in such a way as to facilitate movement in an emergency.

**11.6. Storage.**

- ÿ Avoid the storage of heavy elements in the upper parts of shelves and filing cabinets that can cause accidents due to falls in earthquakes or due to sudden collapse of elements
- ÿ Anchor shelves, filing cabinets and accessories to the walls to prevent them from falling of objects during an evacuation or by earthquakes.
- ÿ Alert and make all collaborators aware of the danger posed by the proximity of combustible material such as paper to heat sources such as lights, fretwork or electrical connections, since they can generate a fire outbreak
- ÿ Implement a program of order and cleanliness in all areas of the entity, especially in the administrative area, accounting, kitchen, maintenance.

**11.7. Others.**

- ÿ Establish procedures to safeguard the information on the computer network and on physical media in the files of each office of the hostelry
- ÿ Perform periodic maintenance of the computer network
- ÿ Form the company's emergency committee to ensure that the emergency plan emergencies can be implemented and function properly
- ÿ Keep the registry of collaborators of the Hospitality plant up-to-date
- ÿ Provide the emergency brigade with adequate communication systems, consisting of radio frequencies, megaphones or loudspeakers, and personal protection elements (masks, safety goggles, latex gloves, safety boots)
- ÿ Provide the first aid kit permanently and adequately ÿ Ensure that the handling of the kits is given to trained personnel, otherwise it is feasible that the elements and handling of situations are used in an inappropriate and risky way for users of this service.

**CHAPTER IV. EMERGENCY BRIGADE.**

In this chapter it is important to establish whether or not there is a group of people within the company that make up the brigades, if not, the reality must be recorded.

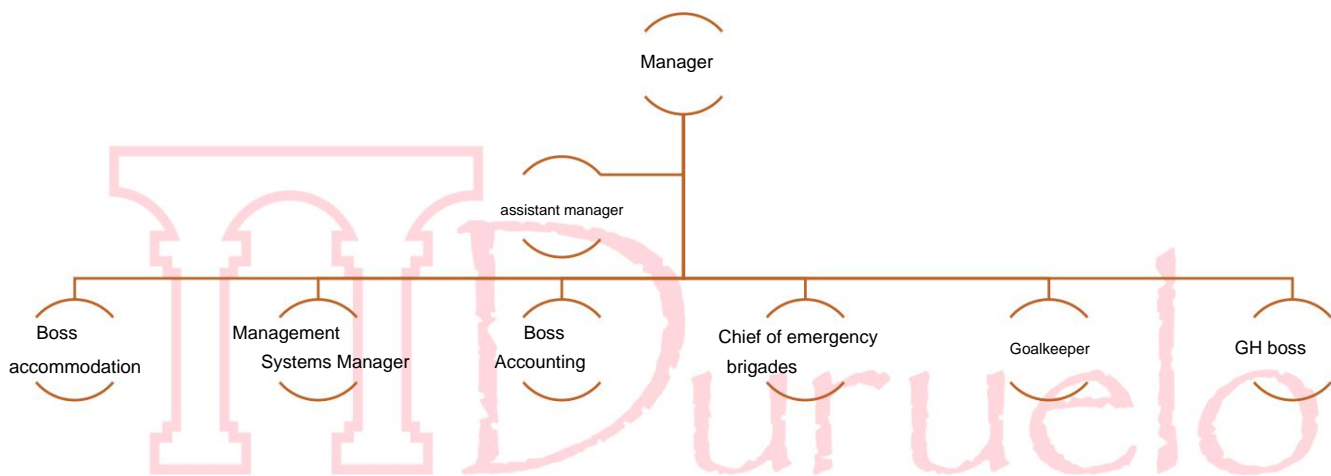
of the organization and its real interest in conforming them and the way in which it will comply can be left proposed.

Define the human resource of the Emergency Plan that integrates each of the different hierarchical levels with specific roles

It is worth mentioning that Hospedería Duruelo works in a joint and supportive system with the municipality of Villa de Leyva in case of an emergency.

## 1. HUMAN MANAGEMENT.

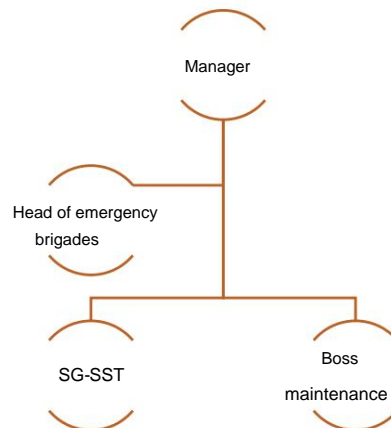
### 1.1. Emergency operating committee.



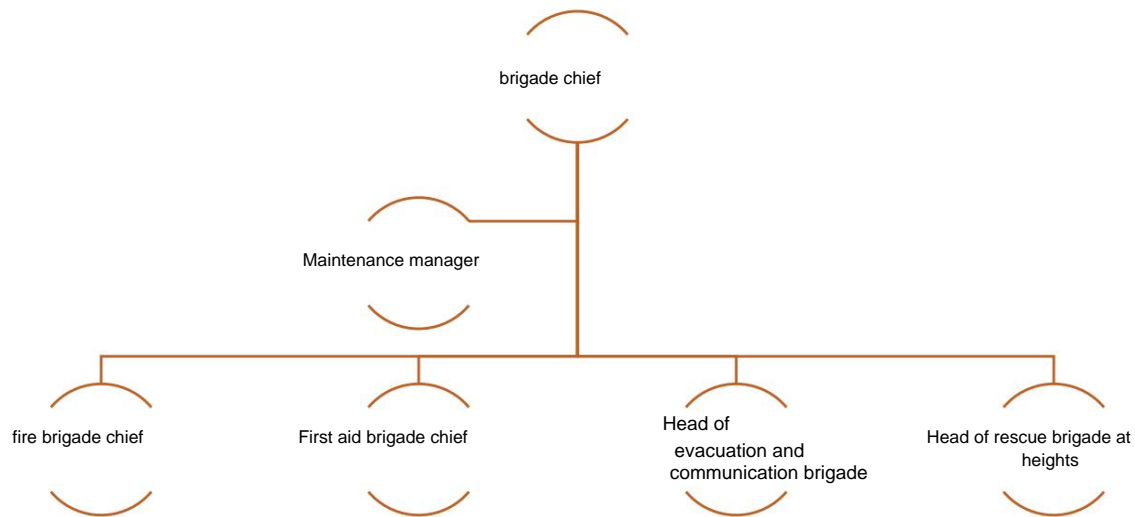
#### 1.1.1. Emergency operating committee.

Level in emergency management: Tactical

Moment of emergency activation: during and after



## 1.2. emergency brigades



### 1.2.1. General list of brigade members

NAME	BRIGADE TO WHICH BELONGS	CAMPUS
Ana Carolina Sáenz Velásquez First aid	First aid	Villa de Leyva
Monica Pineda	First aid	Villa de Leyva
Auda Luz Suarez Guacheta	First aid	Villa de Leyva
Juvencio Astudillo Navarro	First aid	Villa de Leyva
Luis Fermin Castiblanco Murcia First Aid	First Aid	Villa de Leyva
Wilmar Yecid Rivera González First Aid	First Aid	Villa de Leyva
Carolina Montanez Garcia	Evacuation Communication	Y Villa de Leyva
yenny Mary Sanchez Rodriguez	Evacuation Communication	Y Villa de Leyva
Luz Aida Reyes	Evacuation Communication	Y Villa de Leyva
Sandra Liliana Avila	Evacuation Communication	Y Villa de Leyva
Sonia Marisol Castillo Reyes	Evacuation Communication	Y Villa de Leyva
Sleidy Liseth Sáenz Monroy	Evacuation Communication	Y Villa de Leyva
Luz Mery Tovar Varela	Evacuation Communication	Y Villa de Leyva
Luis Alberto Pena Amariles	Evacuation Communication	Y Villa de Leyva



NAME	BRIGADE TO WHICH BELONGS	CAMPUS
Julian Enrique Salamanca Pineda	Fire protection	Villa de Leyva
Jose Antonio Hurtado Saenz	Fire protection	Villa de Leyva
Julio Edilson Barragan Molina	Fire protection	Villa de Leyva
Merardo Antonio Torres Monroy Firefighting		Villa de Leyva
Andrés Roberto Ávila Sánchez Firefighting		Villa de Leyva
Jose Belisario Bautista González Firefighting		Villa de Leyva
Pablo Daniel Mendoza Rico	Fire protection	Villa de Leyva
Jose Fabian Mendoza Rico	Fire protection	Villa de Leyva
Jherson Mauricio Rincón Rojas Firefighting		Villa de Leyva

**NOTE:** According to the possible threats in the Inn, the most critical threat and the resources available to react, also taking into account that the manager, deputy manager and chief of staff assume the role of Evacuation Coordinators, the number of brigadistas must not be less than 25 people.

### 1.2.2. Coordinators per unit

NAME	LEADER OF THE EMERGENCY BRIGADE
Anthony Torres	Brigade Leader
Carolina Saenz	First Aid Brigade Chief
Edilson Barragan	fire brigade chief
Luis Alberto Pena Amariles	Communication and evacuation brigade chief

### 1.2.3. Brigade members profiles

• Leadership •

Approval of your immediate boss.

• Permanence in the area •

Availability to leave their job • Willingness to serve as a Brigadier.

• Capacity for teamwork.

• Compliance.

• Active person •

Responsibility and commitment • Discipline

• Willingness and spirit of collaboration •

Confident, initiative and creative person •

Organized

**Annexed. Training schedule for emergency brigade members.****1.2.4. Training levels of emergency brigades**

<b>TOPICS AND MINIMUM CONTENT</b>	
<b>AID</b>	<ul style="list-style-type: none"> <li>• Cardio Pulmonary Resuscitation CPR, Adult, Child and Infant</li> <li>• Patient Assessment</li> <li>• Wounds, Bleeding, Burns, SHOCK</li> <li>• Bone and Joint Injuries</li> <li>• Immobilization</li> <li>• Bandage</li> <li>• Manual transport and patient stretchers.</li> </ul> <ul style="list-style-type: none"> <li>• Most frequent medical emergencies (fainting, seizures, poisoning, blows, traumas, stings, animal and insect bites, choking on foreign bodies)</li> </ul>
<b>FIRES</b>	<ul style="list-style-type: none"> <li>• Fire generalities.</li> <li>• Classes of fires</li> <li>• Types of extinguishers</li> <li>• Use of portable fire extinguishers</li> </ul>
<b>EVACUATION</b>	<ul style="list-style-type: none"> <li>• Proof of trust and teamwork</li> <li>• Evacuation route and meeting points</li> <li>• What to do before, during and after an evacuation</li> <li>• Energy points (water, gas, electricity)</li> <li>• Evacuation and drills</li> </ul>
<b>EMERGENCY PROCEDURES</b>	<ul style="list-style-type: none"> <li>• Priorities in emergency</li> <li>• Evacuation of buildings</li> <li>• Emergency Procedures for Brigade Members</li> </ul>

***Annexed. Training Schedule for Emergency Brigades (Current Year Work Plan)***

**2. ROLES AND RESPONSIBILITIES 2.1.****emergency operating committee**

<b>EMERGENCY OPERATING COMMITTEE (COE)</b>	
THE	<ul style="list-style-type: none"> <li>• Approval of drill plan procedures.</li> <li>• Participate in regular meetings and training.</li> <li>• Provide strategic administrative support for the Emergency Plan.</li> <li>• Approval of the programs of activities and budget</li> <li>• Establish links with relief agencies in the area to implement practice the help that is required in emergencies.</li> <li>• Approval of the activity programs and budget Establish links with the city's relief agencies to put into practice the help that is required in emergencies</li> </ul>
ON	<ul style="list-style-type: none"> <li>• Go to the Command Post.</li> <li>• Maintain contact with relief agencies.</li> <li>• Special decision-making</li> <li>• Issuance of Official Press Releases.</li> <li>• Assume the direction and control of the emergency, in their respective position of command.</li> <li>• Determine if the emergency requires total evacuation, partial or does not require evacuation of personnel. The COE has full autonomy to decide how to proceed in the event of an emergency.</li> <li>• Order the activation of the alarm, in the event of a total evacuation by earthquake or large fire.</li> </ul>
THE	<ul style="list-style-type: none"> <li>• Issue official press releases.</li> <li>• Coordinate recovery activities, reconditioning of the operation.</li> <li>• Participate in emergency evaluation.</li> <li>• It must be ensured that they maintain corrective measures of the emergency plan</li> <li>• Inform the management of the return to normality after attending to a emergency.</li> </ul>

## 2.2. emergency brigades

EMERGENCY BRIGADE		
		<ul style="list-style-type: none"> <li>ÿ Attend and actively participate in meetings to update and follow-up of organized plans</li> <li>ÿ Know drill procedures and plans</li> <li>ÿ Give administrative and/or strategic support to the Emergency Plan. Always act within a group spirit, valuing the contributions of the COE, its brigade leaders and brigade members.</li> </ul>
		<ul style="list-style-type: none"> <li>ÿ Coordinate the tasks to control the emergency according to priority. (Evacuation, intervention by internal emergency brigades, intervention by external support teams (red cross, firefighters, civil defense), return to normality</li> <li>ÿ Be a liaison between response groups</li> <li>ÿ Establish permanent communication with all the brigade members, providing them with the necessary support for the emergency control.</li> <li>ÿ Determines decisions and extraordinary actions not contemplated for effective emergency control.</li> <li>ÿ Activate the emergency plan</li> <li>ÿ Keep in touch with those responsible for the organizations when they are present and make sure there is someone available to welcome and guide them, they will take control of the situation supported by the information and collaboration provided .</li> </ul>
		<ul style="list-style-type: none"> <li>ÿ Coordinate recovery and reconditioning activities of the operation</li> <li>ÿ Participate in the assessment of the emergency</li> <li>ÿ Make sure that the evacuated places have been reviewed by qualified personnel and that they are not dangerous before giving the order to return the occupants, authorizing re-entry and declaring the end of the emergency.</li> <li>ÿ Verifies the consequences of the accident sector by sector and prepares, together with the COE, the damage and loss reports to consolidate the report.</li> <li>ÿ Coordinates a report on the results of the emergency in terms of registered victims, their care and health status.</li> <li>ÿ Audits the results of the measures taken during the emergency</li> <li>ÿ Coordinates the adoption of corrective measures based on what happened</li> <li>ÿ Ensures the reestablishment of the protection systems for maintenance, recharge and/or purchase.</li> <li>ÿ Monitor the development of the Emergency Plan, ensuring the execution of at least one drill per year with the participation of all levels of the organization.</li> </ul>

		<p>ÿ Ensure that your telephone directory is always up-to-date ÿ Verify and communicate the status or non-existence of signs, fire extinguishers, stretchers, first aid kits and emergency plans of Hospedería Duruelo.</p> <p>ÿ Attend training sessions and meetings for their growth as brigadier.</p> <p>ÿ Verify constantly and permanently that the routes of evacuation are free of obstacles.</p> <p>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</p> <p>ÿ Properly use and maintain the equipment and personal protection elements assigned.</p> <p>ÿ Participate in the identification of hazards, evaluation and control of risks</p> <p><u>ÿ Provide support in compliance with the Emergency Plan</u></p>
		<p>ÿ Coordinate with the other brigades during the incident to provide mutual support.</p> <p>ÿ Receive and guide the relief entities to the place of the emergency.</p> <p>ÿ Reassure the people who are inside the hostelry</p> <p>ÿ Be attentive to the instructions on actions and requirements of the brigade leader and the evacuation and communication brigade members</p> <p>ÿ Give instructions for evacuation.</p> <p>ÿ Takes the consolidation of the evacuated areas and determines the place where there are possible trapped people and informs the brigade leader.</p> <p>ÿ Give the signal to evacuate the facilities, in accordance with the instructions from the brigade leader.</p> <p>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</p> <p>ÿ Act as guides and rear guards, directing personnel to the area of least risk and checking that no one is left in your area.</p> <p>ÿ Have a report of the people who are at the checkpoints. meeting.</p>
		<p>ÿ Coordinate the return of personnel to the facilities in the event of a drill or in the event of a situation that is different from normal and when there is no danger, after the brigade leader designates it.</p> <p>ÿ Monitor the development of the Emergency Plan, ensuring the execution of at least one drill per year with the participation of all levels of the organization.</p> <p>ÿ Communicate news about the evacuation</p>



		<ul style="list-style-type: none"> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company property and/or the environment.</li> <li>ÿ Verify and communicate the status or non-existence of signs, fire extinguishers, stretchers, first aid kits and emergency plans of Hospedería Duruelo.</li> <li>ÿ Give the signal to evacuate the facilities, in accordance with the instructions from his brigade chief</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Verify constantly and permanently that the routes of evacuation are free of obstacles.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives and goals of the Occupational Health and Safety Management System.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in hazard identification, risk assessment and control - Provide support in compliance with the Emergency Plan.</li> </ul>
		<ul style="list-style-type: none"> <li>ÿ Act as guides and rear guards, directing personnel to the area of least risk and checking that no one is left in your area.</li> <li>ÿ Carry out a people count upon arrival at the meeting point and identify missing people from the different areas.</li> <li>ÿ Immediately report missing people at the meeting point to the head of evacuation and communication.</li> </ul>
		<ul style="list-style-type: none"> <li>ÿ Coordinate the return of personnel to the facilities in the event of a drill or in the event of a situation that is different from normal and when there is no danger, at the request of their brigade chief.</li> <li>ÿ Attend emergency closure meetings to identify improvements of the emergency</li> </ul>

	<ul style="list-style-type: none"> <li>ÿ Make sure you have your phone book always up to date</li> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company property and/or the environment.</li> <li>ÿ Ensure that there is no accumulation of flammable material in the areas.</li> <li>ÿ Verify and report the status or absence of fire extinguishers and/or equipment fire extinguisher in Hospedería Duruelo</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Constantly and permanently check the fire extinguishers that are located near your area.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</li> <li>ÿ Know the existence and correct use of protection mechanisms (alarms, fire extinguishers)</li> <li>ÿ Minimize the damage and losses that may occur in the facilities as a result of a fire threat. ÿ Know the location of electrical points, gas and water taps.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in the identification of hazards, evaluation and control of risks</li> <li>ÿ Provide support in compliance with the Emergency Plan</li> </ul>
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HOSPEDERÍA Y CENTRO DE CONVENCIONES

	<ul style="list-style-type: none"> <li>ÿ Make sure your phone book is always up-to-date</li> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company property and/or the environment.</li> <li>ÿ Ensure that there is no accumulation of flammable material in the areas.</li> <li>ÿ Verify and report the status or absence of fire extinguishers and/or equipment fire extinguisher in Hospedería Duruelo</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Constantly and permanently check the fire extinguishers that are located near your area.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</li> <li>ÿ Know the existence and correct use of protection mechanisms (alarms, fire extinguishers)</li> <li>ÿ Minimize the damage and losses that may occur in the facilities as a result of a fire threat</li> <li>ÿ Know the location of electrical points, gas and water taps.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in the identification of hazards, evaluation and control of risks</li> <li>ÿ Provide support in compliance with the Emergency Plan</li> </ul>
LATER	<ul style="list-style-type: none"> <li>ÿ Prepare and report inventory of losses in the fire</li> <li>ÿ Support in the restoration of the area</li> <li>ÿ Evaluation of maneuvers and adjustment of procedures</li> <li>ÿ Check the area and control other sources of ignition</li> <li>ÿ Monitor the development of the Emergency Plan, ensuring the execution of at least one drill per year with the participation of all levels of the organization</li> </ul>

	<ul style="list-style-type: none"> <li>ÿ Report the risks of fire due to flammable materials or other</li> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company property and/or the environment.</li> <li>ÿ Verify, communicate and support inspections to find out about the status or non-existence of fire extinguishers and/or fire fighting equipment</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</li> <li>ÿ Know the existence, location and correct use of protection mechanisms (alarms, fire extinguishers)</li> <li>ÿ Know the location of electrical points, gas and water taps.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in the identification of hazards, evaluation and control of risks</li> <li>ÿ Provide support in compliance with the Emergency Plan.</li> <li>ÿ Monitor the development of the Emergency Plan, ensuring that at least a few drills are carried out per year with the participation of all levels of the organization.</li> </ul>
<p>CONTROL</p> <p>LATER</p>	<ul style="list-style-type: none"> <li>ÿ Communicate to the brigade leader, areas not in danger of fire.</li> <li>ÿ Locate, control and guarantee the extinction of fires that produce</li> <li>ÿ Transfer the necessary equipment to control the outbreak or fire.</li> <li>ÿ Check the area and control other sources of ignition</li> <li>ÿ Inspect the affected area</li> <li>ÿ Ensure that firefighting means are used correctly installed, maintenance and upkeep</li> </ul>
	<ul style="list-style-type: none"> <li>ÿ Support in the restoration of the area</li> <li>ÿ Minimize the damage and losses that may occur in the facilities as a result of a fire threat</li> <li>ÿ Attend emergency closure meetings to identify improvements</li> </ul>

	<ul style="list-style-type: none"> <li>ÿ Make sure you have your telephone directory always updated.</li> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company property and/or the environment.</li> <li>ÿ Verify and communicate the status or absence of stretchers, first-aid kits in their work areas.</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in the identification of hazards, evaluation and control of risks</li> <li>ÿ Provide support in compliance with the Emergency Plan.</li> <li>ÿ Monitor the development of the Emergency Plan, ensuring the execution of at least one drill per year with the participation of all levels of the organization.</li> <li>ÿ Have a list of people with illnesses chronic and drug users.</li> </ul>
	<ul style="list-style-type: none"> <li>ÿ Locate the event area</li> <li>ÿ Coordinate with the other brigades during the incident to provide mutual support.</li> <li>ÿ Request external help if necessary.</li> <li>ÿ Be attentive to the instructions on actions and requirements of the brigade leader and the first aid brigade members.</li> <li>ÿ Give instructions for the evacuation of patients to a place sure.</li> <li>ÿ Assemble the brigade in case of emergency at a predetermined point, as well as the installation of the first-aid post necessary to deal with the emergency.</li> <li>ÿ Provide immediate and temporary care to the victims of the emergency in order to keep them alive and avoid further damage while specialized medical help is received.</li> <li>ÿ Evaluate the area and the patient</li> <li>ÿ Limit risks for the assistant and for the patient</li> <li>ÿ Provide immediate and timely first aid</li> <li>ÿ Transport patients quickly and safely, as instructed by the brigade leader</li> </ul>



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	LATER	<ul style="list-style-type: none"> <li>ÿ Deliver the injured person to the emergency services.</li> <li>ÿ Once the emergency has been controlled, carry out an inventory of the equipment that requires maintenance and of the supplies used and replace them, notifying the brigade leader.</li> <li>ÿ Evaluation of response and Correction of procedures, Maintenance and replacement of resources.</li> </ul>
	PROCES	<ul style="list-style-type: none"> <li>ÿ Prevent and control emergency situations that may cause injury to people and/or damage to company assets and/or the environment.</li> <li>ÿ Verify and communicate the status or absence of stretchers, first-aid kits in their work areas.</li> <li>ÿ Promote a response attitude both in simulation exercises and in real situations within the facilities.</li> <li>ÿ Attend training sessions and meetings for their growth as brigadier.</li> <li>ÿ Know, comply with and ensure compliance with the rules, regulations, policies, objectives of the Occupational Health and Safety Management System.</li> <li>ÿ Properly use and maintain the equipment and personal protection elements assigned.</li> <li>ÿ Participate in the identification of hazards, evaluation and control of risks</li> <li>ÿ Provide support in compliance with the Emergency Plan.</li> <li>ÿ Monitor the development of the Emergency Plan, ensuring the execution of at least one drill per year with the participation of all levels of the organization</li> </ul>
	CONVENCIONES	<ul style="list-style-type: none"> <li>ÿ Know the names of people with illnesses chronic and drug users.</li> <li>ÿ Provide immediate and temporary care to the victims of the emergency in order to keep them alive and avoid further damage while specialized medical help is received.</li> <li>ÿ Evaluate the area and the patient</li> <li>ÿ Limit risks for the assistant and for the patient</li> <li>ÿ Provide immediate and timely first aid</li> <li>ÿ Transport patients quickly and safely, according to the instructions of the head of first aid brigades</li> <li>ÿ Locate the event area</li> </ul>
	LATER	<ul style="list-style-type: none"> <li>ÿ Deliver the injured person to the emergency services.</li> <li>ÿ Once the emergency has been controlled, carry out an inventory of the equipment that requires maintenance and of the supplies used and replace them, notifying the first aid brigade leader.</li> <li>ÿ Attend emergency closure meetings to identify improvements</li> </ul>

## 23. Boss of the area

BOSS OF THE AREA	
FROM	<ul style="list-style-type: none"> <li>- Participate in training and drills</li> <li>- Daily verification and reporting of special road conditions. evacuation.</li> <li>- Have updated lists of personnel in your area.</li> <li>- Maintain permanent control of the location of people in charge and special relocations</li> <li>- Keep in mind, some special conditions of personnel under your charge, such as illnesses, limitations.</li> <li>- Keep in mind those people who can support you in a emergency.</li> <li>- Supervise the actions to be carried out in accordance with the procedure of the Plan</li> </ul>
	<ul style="list-style-type: none"> <li>- Suspend what you are doing - Give instructions to people to start the evacuation of your area - Maintain supervision and control of the people in your group.</li> <li>- Check the number of people before leaving - Make a final check of your area, to establish if everyone has left.</li> <li>- Guide people to accompany them to the meeting place</li> <li>- Verification of lists and counting of people in the meeting place.</li> <li>- Keep the group together until given another order.</li> <li>- Remind all occupants of the obligation to evacuate - Take the list of people in the area and verify their presence if it is Possible</li> <li>- Show everyone the evacuation route and remind them of the main exit</li> <li>- Remind them of the final meeting place</li> <li>- Verify that the area is completely evacuated</li> <li>- Prevent the return of people</li> <li>- Indicate change of exit route in case this is necessary</li> <li>Check the list at the final meeting place</li> </ul>
LATER	<ul style="list-style-type: none"> <li>- Upon returning to your area, evaluate the security conditions and report them</li> <li>- Participate in the evaluation of the event.</li> <li>- Evaluate the conditions of the personnel in the area</li> </ul>

## 2.4. Reception

RECEPTION	
BEFORE THE EMERGENCY	<ul style="list-style-type: none"> <li>- Permanent contact with security via radio</li> </ul>
DURING THE EMERGENCY	<ul style="list-style-type: none"> <li>- Reception of the emergency call from a guest/client.</li> <li>- Report to internal response groups.</li> <li>- Keep calm. Evacuate to meeting points</li> </ul>

<b>AFTER THE EMERGENCY</b>	- Stay tuned for new requirements.
------------------------------------	------------------------------------

## 2.5. Hospitality Collaborators

<b>COLLABORATORS</b>	
<b>BEFORE THE EMERGENCY</b>	- Participate in mock training meetings. - Report special conditions - Follow
<b>DURING THE EMERGENCY</b>	the same instructions as all personnel. - Evacuate to the meeting place, where they can be easily located
<b>AFTER THE EMERGENCY</b>	- Collaborate in the activities of reconditioning, cleaning and start-up of the services.

## CHAPTER V. EMERGENCY PLAN

### 1. Inventory of resources for emergencies

The physical and external resource is determined by the different logistical teams that will serve to attend an emergency.

### 2. Internal resources

#### 2.1. Human Resources

- First aid brigade
- Fire Brigade formed
- Evacuation Brigade

NOTE. It is recommended to manage reports permanently, which must meet the following characteristics:

- Security
- Easy visualization and identification
- Must not have implements for military use
- Functional

The use of uniform must be in accordance with the adequate training of the people, guarantee an adequate and rapid response capacity, and carry out a prior analysis of the implications for extra-contra-actual civil liability for actions, omissions or negligence of a brigade member.

#### 2.2. Economic resources

The company will allocate the necessary economic resources for the implementation of the Emergency Plan.

**EMERGENCY PLAN****23. Physical resources****2.3.1. Fire extinguishers**

#	WEIGHT	TYPE AGENT EXTINGUISHER	LOCATION
	20 LB	Multipurpose ABC Goal	
1	15 LB	CO2 power plant	
2	20 LB	Multipurpose ABC Woodworking	
3	2.5 GL	Pressurized water	Carpentry
4 5	20 LB	Multipurpose ABC Fourth Chemicals	
6	20 lb	Multipurpose ABC Unloading area	
7	3700 GR Solkaflam	Reception	
8	20 LB Multipurpose	ABC Reception Display Case	
9	20 LB Multipurpose	ABC Warehouse Buttons	
10	3700 GR Solkaflam	Accounting	
11	20 LB	Multipurpose ABC Assistant Management	
12	20 LB Multipurpose	ABC Playroom	
13	20 LB Multipurpose	ABC Hot Water Equipment	
14	20 LB Multipurpose	ABC First level corridor New rooms	
15	2.5 GL Pressurized water	Facing Room 115	
16	Men's 20 LB	Multipurpose ABC Loker	
17	20 LB Multipurpose	ABC Warehouse Cleanliness Warehouse	
18	15lbs	CO2 Main kitchen entrance	
19	3700 GR Solkaflam	Office A&B	
20	10 LB CO2 Typical	Kitchen	
21	20 LB Multipurpose	ABC Typical Restaurant	
22	2.5 GL Pressurized water	Bodega Santa Teresita	
23	20 LB	Multipurpose ABC In front of castle room	
24	20 LB Multipurpose	ABC Corner restaurant bougainvillea	
25	20 LB Multipurpose	ABC Bar Baganviles	
26	30 LB Multipurpose	ABC Front room san juan de la cruz	
27	30 LB Multipurpose	ABC Front room P. Veremundo	
28	30 LB Multipurpose	ABC Front Room 306	
29	30 LB Multipurpose	ABC Front San José room	
30	20 lb	Multipurpose ABC maintenance workshop	
31	10 lb CO2 Cafe	Spa	
32	20 LB Multipurpose	ABC Spa	
33	20 LB Multipurpose	ABC Gym	
34	20 lb Multipurpose	ABC quarter spa boiler	
35	20 LB	Multipurpose ABC Room P Hernando Uribe	
36	30 LB	Multipurpose ABC Front have 412	
37	30 LB	Multipurpose ABC warehouse recreation	
38	30 LB	Multipurpose ABC fourth pools	
39	2.5 GL	Pressurized water Montecarmelo cabin	

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40	20 LB	Multipurpose ABC Entrance Montecarmelo	
41	20 LB	Multipurpose ABC Montecarmelo	bathrooms
42	2.5 GL	Pressurized water behind Hab	Medina del Campo
43	20 LB	Multipurpose ABC Entrance Room	Medina del Campo
44	20 LB	Multipurpose ABC Front Room	326
45	10 LB	Multipurpose ABC Room 226	
46	10 LB	Multipurpose ABC Room 326	
47	10 LB	Multipurpose ABC Room 401	
48	20 LB	Multipurpose ABC Room 413	
49	3700 GR Solkaflam		entrance to the bathrooms with their respective signage
fifty	3700g	Solkaflam	Montecarmelo cabin

**2.3.2. stretchers**

STRETCHERS	LOCATION
Stretcher 1 level	"Rooms 1 level lower part near children's park"
Stretcher 2 level	Close to room 206
Stretcher 3 level	Close to room 301
Stretcher 4 level	Close to room 406
Stretcher spa area	Main entrance reception
Recreation Stretcher Administration Office	

**2.3.3. first aid kits**

#	FROM	LOCATION	SUPPLIES OF THE MEDICAL KITS
<b>MEDICAL KITS</b>			
one		Human Management Office / 1 level	5 sterile gauze elastic bandages 10 to 15 cures 2 eye dressings 10 cotton applicators 10 low wooden tongues 1 Micropore 1 absorbent cotton 2 disposable masks 2 latex gloves 1 scissors 1 alcohol 1 flashlight 1 silver sulphate
two		Reception / 1 level	
one		Recreation / 1Level	
one		Food and drinks / 2 level	
one		Maintenance / 3 level	
two		Spa and pool / 4 level	
one		Truck	

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# MEDICAL KITS	FROM	LOCATION	SUPPLIES OF THE MEDICAL KITS
		Go	1 thermometer 1 plaster 1 eye tears 1 condom 2 sanitary pads 1 isodine
<b>10</b>		<b>TOTAL, MEDICAL KITS</b>	

**2.3.4. immobilizer set**

# IMMOBILIZERS	FROM	LOCATION
1		Maintenance kit
1		recreation kit
1		Human management kit
1		Reception kit
1		Food and beverage kit
1		spa kit
1		truck first aid kit
1		van medicine cabinet
<b>8</b>		<b>TOTAL, IMMOBILIZERS</b>

**2.3.5. Communications**

• Radio frequency

**2.3.6. Others**

OTHERS	LOCATION
Axes, shovels, beat fires	Brigadier's room
Ropes, ladders, cones and demarcation tape	Maintenance

2.3.7. emergency signs

EMERGENCY SIGNS			
FROM		TO	
ON		FROM	
EXIT			
LOBBIES		EXTINGUISHER	

2.3.8. Emergency light

• Hospedería Duruelo in its entirety has adequate lighting.  
• It has the corresponding artificial lighting for the different spaces. • It has emergency lighting stations and its corresponding emergency power plant.

**NOTE:** It is recommended to reinforce the emergency lighting system in the merchandise storage area, emergency exits and corridors.

- Periodic inspection of the street lighting station must be carried out.  
emergency

### 2.3.9. evacuation plans

Evacuation plans must be located in strategic places, each plan must have at least the following characteristics:

- Architectural plan with floor layout.
- The location of the viewer must be clear "YOU ARE HERE"
- The evacuation route must be clear
- Location of emergency equipment
- Location of meeting point sites

#### 2.3.9.1. Location of the plans

- Reception of the Guesthouse
- Common areas (1,2,3,4 Level)
- Conference rooms
- Rooms

## CHAPTER VI. EVACUATION PLAN

### 1. Evacuation phases 1.1.

#### Detection

#### Report an emergency for all occupants

- Time to detection

**Definition:** Time elapsed since someone or something detects the emergency, until it is reported internally.

As the building does **NOT** have automatic detection systems, detection is by the first person who observes it, but it could also be for several seconds and even minutes in isolated areas that do not have permanent supervision or at night.

#### Recommendations to optimize detection phase

- Implementation of a smoke or heat detection system
- Verify and reinforce the frequency of rounds in lonely areas and at night.
- Reinforce in the occupants the internal procedure for reporting emergencies and the implementation and use of the emergency line.

### 2. alarm

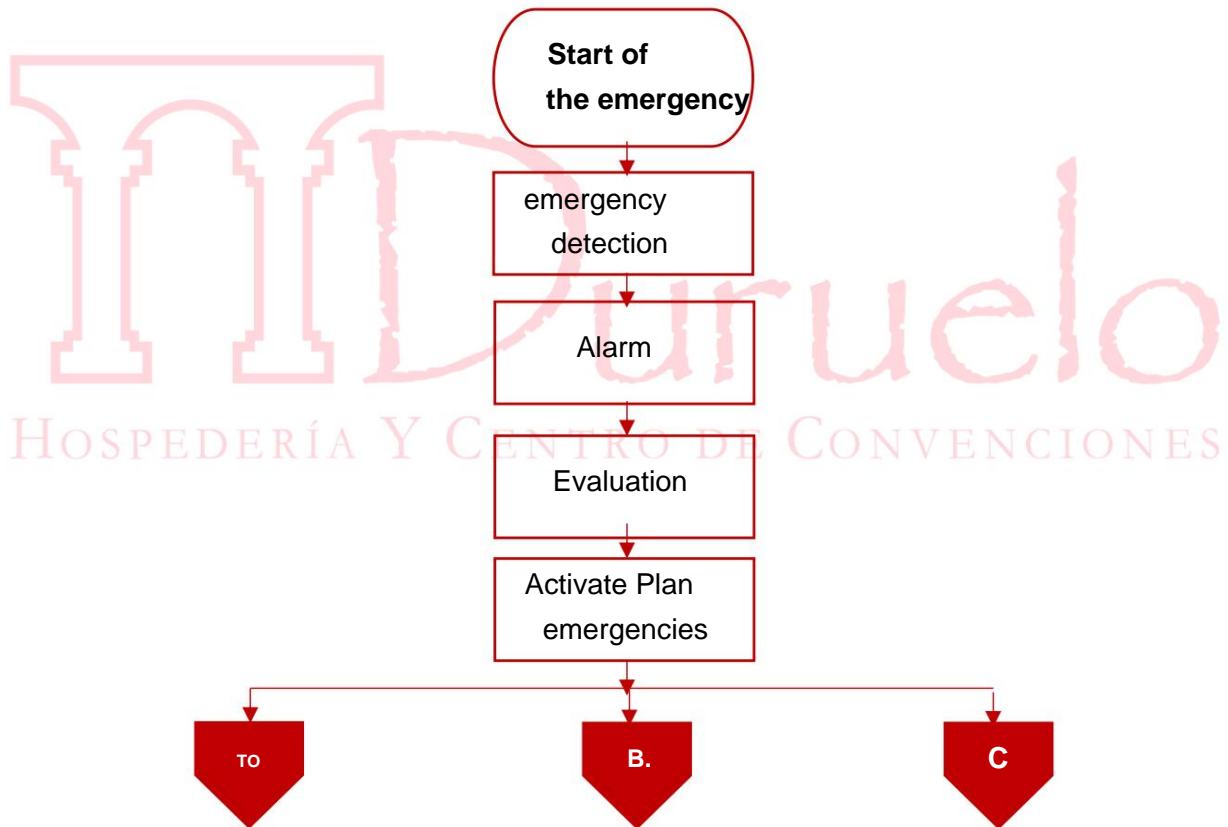
- Time to sound the alarm

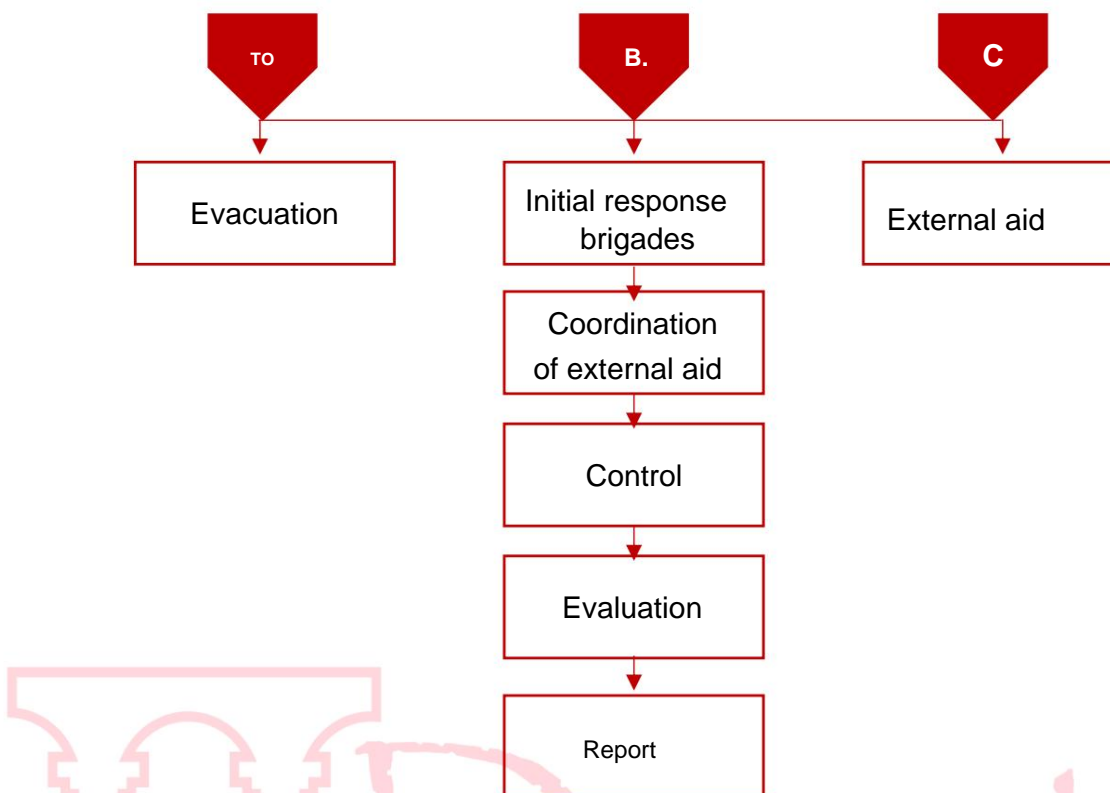
**Definition:** Time elapsed since the emergency is reported, until the evacuation alarm is given to all the exposed personnel, either by starting the alarm or by the sound of the brigades' whistles.

**Recommendations to optimize alarm phase**

- Permanent verification of the coverage of the sound system.
- Make the planned alarm system known to all personnel, carry out permanent periodic tests to create the habit and the instinctive response.
- Expand coverage of the loudspeaker system.
- At the moment, the evacuation alarm of the four levels, the loudspeaker system of the inn and the ½ mile radiotelephone system are used • The hotel loudspeaker system will be used as an instrument, which will be through voice messages.

**3. Timeline for emergency and alarm reports**





In the detection phase, it includes the evaluation and it is determined if the alarm is given to carry out the evacuation of the level or levels, or if it is not warranted, it is also established if the alarm is general or partial.

#### 4. Evacuation by type of threat

##### • Time to prepare the exit to be evacuated

**Definition:** Time elapsed since the order to evacuate is given or all occupants until the first person begins to exit.

This time can be as short or as long as the previous preparation of the staff is planned, in the HOSPEDERÍA there are no very complex procedures that have to be carried out before an evacuation, however, some delay could be observed, while the people they are not clear about what type of alarm it is that is sounding, and decide each one to start asking the origin of the alarm.

Post-warning reaction procedures should become mechanical so as not to lead to unnecessary time wasted

##### Recommendations to optimize the preparation phase

- Execution of talks and periodic permanent drills
- Clear definition of procedures.



- Unity of criteria of the managerial levels of the Construction, so that there are no counter-orders at the time of an emergency.

### 5. Time for evacuation exit

**Definition:** time that elapses from when the first person leaves until the last person leaves.

The optimization of this phase basically depends on the training and practice that people have, the speed depends on:

- Previous training and practice.
- Clear exits.
- That they leave through the closest exits and that they do not all leave on the same side.
- The presence of leaders who guide users towards the exits in a fast and organized.

THREAT	PROTECTION	EVACUATION
<b>INTERNAL</b>		
<b>FIRE SMOKE RELATED EMERGENCIES.</b>	Everyone must protect the respiratory tract with a wet mask or handkerchief	Total and immediate evacuation of the affected facilities or of the entire hostel depending on the total or partial affectation.
<b>GAS LEAKS FLAMMABLE</b>	All people will avoid hot spots, ventilate the area	Total and immediate evacuation of the affected installations or of all the installations according to the affectation.
<b>EXPLOSION</b>	<b>DURING THE EXPLOSION:</b>	<b>AFTER THE EXPLOSION:</b>
	Everyone should initially protect themselves away from windows, under or near strong surfaces, away from objects that can hit	Evacuate facilities that are not structurally safe for people.
<b>LEAKS SUBSTANCES DANGEROUS</b>	FROM	Total and immediate evacuation of the affected facilities
<b>THREAT BOMB</b>	FROM	no
	If the threat appears to be true.	If the call seems to be true or suspicious object is detected, evacuate completely and immediately

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<b>"At the discretion of the security manager and recommendation of authorities"</b>	Systematic review of the facilities until a suspicious object is found or discarded.	minimum 300 meters from the Edification
<b>DETECTION OF A OBJECT SUSPICIOUS</b>		Total and immediate evacuation of the hotel at least 300 meters.
<b>ASSAULT</b>		Stay where you are, avoid unnecessary movement, stay away from windows or driveways
<b>EXTERNAL</b>		
<b>EARTHQUAKE, EARTHQUAKE</b>	<b><i>DURING THE EARTHQUAKE AFTER THE EARTHQUAKE</i></b>	
	Everyone should initially protect themselves away from windows, under or near strong surfaces, away from objects that can hit	Evacuate facilities that are not structurally safe for people.
<b>ATTACK ASONADA</b>	Stay where you are, avoid unnecessary movement, away from windows or driveways, protect yourself.	Evacuate only when there is imminent internal risk, and when external conditions allow it, through a route opposite to where the greatest danger is
<b>FIRE NEIGHBORHOODS</b>	FROM assemble brigade	Analysis and immediate evacuation of areas of greatest exposure.
<b>LEAKS SPILLS SUBSTANCES DANGEROUS</b>	OR FROM Avoid contact or proximity to the substance with	Immediately evacuate the entire area if necessary.

**NOTE:** In an emergency situation, the emergency leader determines the location of the greatest dangers and determines the need to evacuate.

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**5.1. Evaluation of the critical components in the means of output**

AREA OR SECTOR	CONDITION FOUND	ACTIONS TO FOLLOW, CONTINUE	PRIORITY
Emergency door	Avoid clogging the outlets  Emergency.	Permanently inspect that nothing is placed that obstructs the emergency doors	high
Warehouse and access road	In a blackout I would be totally to dark	Place emergency lamps in the warehouse at least two.	high

**5.2. Available Output Media Capacity Calculations**

AREA OR SECTOR	FCOFCS Area		TO. LCO	OUTPUT CAPACITY
Reception 400	8	0.51	160 50 313	enough to the point number one
Restaurant 420	2.3	0.51	100 180 196	enough to point No two
Kitchens	210 84	0.51	100 25 196	enough to point No one
Rooms 16	4	0.51 80 4		156 enough to all meeting points

CONVENTION	MEANING
	Area in square meters
<b>FC</b>	Occupancy Load Factor.
<b>OR CO</b>	Occupational load in number of people Clear
<b>TO THE</b>	width in centimeters Output capacity factor.
<b>FC S</b>	
<b>OUTPUT CAPACITY</b>	Total egress capacity for all people in the area, if this is less than the occupancy load (CO) ITS OUTPUT CAPACITY IS INSUFFICIENT.

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### 5.3. Critical areas in relation to means of egress

AREA OR SECTOR	CONDITION FOUND	ACTIONS TO FOLLOW	PRIORITY
Cellar	Although the exits are sufficient, the corridors are busy and could make it difficult to evacuate	Keep hallways clear	high

### 6. Evacuation rules

• Keep calm, do not speak or shout during the evacuation • In case of evacuation due to fire, do not take personal objects and leave both the doors and the windows closed.

• Do not stop to pick up objects that have fallen to the ground • Do not run, but walk fast. If there is smoke, walk crouched down and cover your mouth and nose with a handkerchief • Turn off all electrical equipment • Follow the instructions of accredited emergency personnel • At the alarm signal, go to the nearest emergency exit. Do not close

the doors will be locked • The elevator will never be used • The evacuation of the floor will be carried out in groups, first the areas closest to the exits and emergency stairs, in orderly sequence, without mixing the groups and they will go to the area assigned as Meeting Point.

### 7. Evacuation routes by sector

AREA OR SECTOR	MAIN OUTPUT	ALTERNATE OUTPUT 1
RECEPTION	Access door to meeting point located in a triangle	
RESTAURANT 2° FLOOR	Main reception door to meeting point located in a triangle	Meeting point in front of room 212
FONTÉ SALON	Main door to the meeting point located in a triangle	
CASTLE HALL AND FLAME SALON	Meeting point in front of room 212	Main reception door to meeting point located in a triangle

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KITCHEN		Door to the employee parking lot towards the meeting point located in a triangle	Door to the Meeting point in front of room 212
DINING ROOM COLLABORATORS	FROM	Door to the employee parking lot towards the meeting point located in a triangle	Meeting point in front of room 212
FIRST BEDROOMS	LEVEL	Reception door to the meeting point located in a triangle	Stairs to the meeting point in front of room 212
GAMES ROOM AND FONTIVEROS HALL		Reception door to the meeting point located in a triangle	Stairs to the meeting point in front of room 212
SECOND BEDROOMS	LEVEL	Down the hall to the meeting point in front of room 212	Reception stairs to the meeting point near the triangle
THIRD LEVEL OF BEDROOMS		Road to the point in front of COOTRADUR	Stairs to the second level meeting point
BEDROOM BEDROOMS	LEVEL	Road to the meeting point located in front of Monte Carmelo salon square	
SWIMMING POOL AREA AND SPA		Road to the meeting point located in front of the Montecarmelo hall plaza	Way to the point in front of COOTRADUR
CABIN		Road to the meeting point located towards triangle	
BEDROOMS FIRST NEW	LEVEL	<b>BEDROOMS FIRST FLOOR:</b> Road to point N° In front of the triangle by the cart  <b>BEDROOMS SECOND FLOOR:</b> In front of the children's park	
RESTAURANT TYPICAL		Climb stairs and go to the located meeting point	Reception stairs to the meeting point near the triangle

	in front of room 212	
TYPICAL CUISINE	Main reception door to meeting point located in a triangle	Climb stairs and go to the meeting point located in front of room 212

## 8. Meeting points

POINT MEETING	LOCATION
one	In front of reception (garden triangle)
two	Second level, in front of rooms 212
3	In front of the children's park
4	Square near the Montecarmelo Hall
5	In front of COOTRADUR

## 9. Advanced equipment-Tunja

### • Advanced Equipment

They are groups of lifeguards or firefighters who enter the impact zone, they have resources that facilitate their work and work with the necessary security measures.

### • PMU (Unified Command Post)

It is the strategic site where the representatives of each of the institutions that are responding to the emergency meet, decisions are made with an operational coordinator, and information is provided to the press institutions and the community in general.

### • CACH (Injured Care and Classification Center)

As a Center for Attention and Classification of Injuries, for events in which there are many injured people, the Health centers will be adequate.

Considering that, in the event of a Disaster, this event will quickly take over the capacity of hospital care, the trained personnel will only be in charge of classifying the patients, stabilizing them and seeking regulation and referral to the other assistance centers of the Region or the City. from Tunja.

### • MEC (Stabilization and Classification of Injuries Module)



As a Stabilization and Classification Module for Injuries, a site will be adopted by the CLOPAD coordinator, safe and contiguous to the impact zone by the relief institutions, where personnel with medical or paramedical training and their own resources must be available to stabilization and prioritization of patients.

### • Information Center

It is the site where the records of patients, affected people, as well as the needs and requirements are centered. Said information will be collected by the lifeguards in the area and reported to the Emergency Center; then it will be confronted with the administration of the Health Centers to then send it to the municipal mayor and the coordinator of the Operational Commission.

## CHAPTER VII. GENERAL EMERGENCY RESPONSE GUIDELINES

### 1. Fire

OBJECTIVES OPERATIONAL	PARAMETERS OF EVALUATION	ASSOCIATED RISKS
1. Notify the Fire Department. 2. Evacuation of the building. 3. Control and care of victims. 4. Basic rescue of trapped people. 5. Control of the incipient fire 6. Basic conservation of assets	1. Exact place of origin of the fire 2. Determine people, injuries? Caught or exposed, how many? 3. Was the fire intentional? 4. Day and time of the emergency. 5. Associated risks 6. Extension of the fire 7. Additional resources needed.	• Gas explosions, closed containers and pressure equipment. • Explosions • of smoke Burns and intoxications • Electrical risk • People falling • Collective panic • Material damage
ACTIONS TO DEVELOP DURING THE EMERGENCY		RESPONSIBLE
Call reception to communicate an emergency (indicating location)		Anyone who detects fire

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Notify the emergency leader about the situation, so that he can call a specific brigade.	Hotel reception
Brigade member assesses the situation and immediately reports the situation. If the emergency can be controlled with the use of a fire extinguisher, the closest one is sought and the attempt is put out.	fire brigade
If the emergency requires support from the firefighters, the call is made and an evacuation alarm is given immediately Execute evacuation of	brigade leader and emergency commander (management)
the facilities	All the staff evacuation coordinators
Provide assistance to wounded or injured personnel, and initiate a census of victims	Emergency Brigade, by groups
Verification and report of people evacuated to the command post Rescue possible trapped people,	Coordinators of Evacuation
without this implying risk to people Start control of the fire in its incipient stage with extinguishers, until the arrival of the fire department.	Emergency Brigade
IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	emergency Brigade
Start only if it is possible to protect exposed material goods, IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	Emergency Brigade and support groups
Prepare official press releases and media reception.	Emergency operating committee
Determine emergency control, systematic check of the building.	Fire brigade
Once the fire is controlled, determine if it is appropriate to re-enter collaborators	Emergency Committee Fire Department
Recondition emergency areas and equipment	Emergency Committee Emergency Brigade Supplies Logistics support groups volunteers Emergency Committee All
Start reconditioning of the operation as soon as possible IF THE SAFETY OF PEOPLE IS NOT THREATENED.	staff.

## 7. Hazardous Materials/Haz-Mat

OBJECTIVES OPERATIONAL	PARAMETERS OF EVALUATION	ASSOCIATED RISKS
<p>ÿ Notify ÿ Firefighters.</p> <p>ÿ Victim assistance and of control ÿ Search for plus information about of product.</p>	<p>1. Determine the origin of the situation and product involved.</p> <p>2. Determine</p> <p>3. people affected 4.</p> <p>It was intentional the situation</p> <p>5. Day and time of the emergency.</p> <p>6. Associated risks 7.</p> <p>Wind direction 8.</p> <p>Additional resources needed.</p>	<p>ÿ Gas or vapor explosions ÿ Asphyxiation or poisoning.</p> <p>ÿ Contact burns ÿ Collective panic</p> <p>ÿ Terrorist act, second attack</p>
ACTIONS TO DEVELOP DURING THE EMERGENCY		RESPONSIBLE
Notify reception immediately (extension 100-9)		Anyone who detects strange or unusual odors, irritation in the eyes and respiratory tract, difficulty breathing, coughing or the like.
Notify Firefighters Villa de Leyva phones 7321012 – 3224163975 – 3112128817		Hotel reception
Notify brigade leader, Brigade of Emergency, to Emergency Committee		Hotel reception
Evaluate and report immediately		Leader of brigades and/or brigade members.
Give an evacuation alarm immediately if the situation warrants it.		brigade leader
Execute hotel evacuation		All the staff evacuation coordinators

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<b>OBJECTIVES OPERATIONAL</b>	<b>PARAMETERS OF EVALUATION</b>	<b>ASSOCIATED RISKS</b>
Provide assistance to affected personnel, and initiate a census of victims Prepare a		Emergency Brigade, by groups
command post at the emergency station or in the parking lot and initiate contact with relief entities.		Emergency Committee
If the product has been identified, request more information from the SECRETARIAT OF HEALTH, CISPROQUIM TEL 091 2 88 60 12, SYSTEM 091 4 27 04 04 Verification		Emergency Committee.
of evacuated persons and report of the command post.		Coordinators from Evacuation
Prepare official press releases and media reception.		emergency committee
Determine emergency control, by order of relief agencies.		Fire brigade
Once the emergency is controlled, determine if it is timely and safe to re-enter collaborators		Emergency Committee Fire Department
Recondition emergency areas and equipment, with the help of the Fire Department.		Emergency Committee Fire Department Emergency Brigade Supplies Logistics support groups and Emergency Committee All
Start reconditioning of the operation as soon as possible IF THE SAFETY OF PEOPLE IS NOT THREATENED.		staff.

**9. Explosion**

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<b>ACTIONS TO DEVELOP DURING THE EMERGENCY</b>	<b>RESPONSIBLE</b>
Immediate protection, away from windows, under or near sturdy elements, safety position <i>Everyone should initially protect themselves away from windows, under or near strong surfaces, away from objects that can hit</i>	All occupants of the premises
Report immediately to the receiving line. Hazards, and number of people injured.	Anyone who detects the situation
Notify the Police and Relief institutions TEL 112.	Hotel reception
Brigade members who are not in specific tasks, go to the emergency station to start work fronts, if you require help by requesting reception.	Brigadier.
Evacuation coordinators initiate a census of the population and its status, they also carry out a first review of the building, if you need help or report any situation, you must do so at reception Search for and provide help to wounded or injured personnel, and	Evacuation coordinator from
initiate a census of victims, identify dangers and evacuation of danger areas.	Emergency Brigade, by groups, help from all staff Evacuation coordinators.
In the event of significant damage to the building, affected areas must be evacuated. Verification of	
evacuated people. Which must evacuate at least 300 meters from the place of the explosion.	evacuation coordinators
Set up a command post and initiate contact with relief entities.	Emergency Committee
Determination of the exact place of the explosion and if it is caused by terrorism, Isolation of the area and search for suspicious objects	surveillance Evacuation coordinators from
Identification of affected areas and hazards associates	emergency committee
Rescue possible trapped people, without this implying risk to people. Start control of associated risks, until	Emergency Brigade
the arrival of the relief bodies, IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	emergency Brigade

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Start only if it is possible to protect exposed material goods, IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	Emergency Brigade and logistics support groups
Prepare official press releases and media reception.	emergency committee
Determine control of the emergency, systematic check of the facilities Once the emergency is controlled, determine if it is	Fire brigade
opportune to re-enter collaborators.	Emergency Committee organisms of Help
Recondition areas and emergency equipment.	Emergency Committee Emergency Brigade Supplies Logistics support groups and volunteers
Start reconditioning of the operation as soon as possible IF THE SAFETY OF PEOPLE IS NOT THREATENED.	Emergency Committee All staff.

**10. Earthquake or earthquake**

OBJECTIVES OPERATIONAL	PARAMETERS OF EVALUATION	ASSOCIATED RISKS
<p>1. Protection of people 2. Classification of injured TRIAGE, care of injured and control of victims.</p> <p>3. Basic rescue of trapped people.</p> <p>4. Identification of associated dangers and determination of the need to evacuate the building 5. Control associated risks if this does not endanger the safety of people 6. Reconditioning of areas and protections.</p>	<p>1. Determine people, injuries, trapped or exposed, how many?</p> <p>2. Determine associated risks and the need for evacuate building</p> <p>3. Determination of affected areas 4. Additional resources needed</p>	<p>• Fires</p> <p>• Landslides • structural</p> <p>• Explosions of gases, vapors or closed or pressurized containers</p> <p>• Mass casualties.</p> <p>• Leaks of Hazardous Materials, liquid solids or gases.</p> <p>• Telephone collapse • Shortage of resources q Replicas.</p> <p>• Power failures and blackouts.</p>



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<b>ACTIONS TO DEVELOP DURING THE EMERGENCY</b>	<b>RESPONSIBLE</b>
During the earthquake, immediate protection, away from windows, under or near robust elements, safety position	all occupants
The COE meets in front of Reception to locate brigade members and be informed of the situation, injuries and other emergencies that may arise inside the Hospedería.	COE
Search and render assistance to wounded or injured personnel, and initiate a census of victims, identify hazards and evacuation of danger areas.	Emergency Brigade, by groups, All the personal
Evacuation coordinators initiate a census of the population and its status, they also carry out a first review of the building, if you need help or report any situation, you must do so at reception	evacuation coordinator
In case of significant damage to the building, affected areas must be evacuated.	Evacuation coordinators.
Verification of evacuated people and report to the Command Post.	Evacuation coordinators.
Set up a command post and initiate contact with relief entities.	emergency committee
Identification of affected areas and hazards associates	safety from emergencies, committee
Rescue possible trapped people, without this involving risk to people	Emergency Brigade
Start control of associated risks, until the arrival of the fire department, IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	emergency Brigade
Start only if it is possible to protect exposed material goods, IF THE SAFETY OF THOSE WHO DO IT IS NOT AFFECTED.	Emergency Brigade and logistics support groups
Prepare official press releases and media reception.	emergency committee

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**EMERGENCY PLAN**

Determine emergency control, systematic check of the building.	Fire brigade
Once the emergency is controlled, determine if it is opportune to re-enter officials.	Emergency Committee

**11. Threats or bomb**

<b>OBJECTIVES OPERATIONAL</b>	<b>PARAMETERS OF EVALUATION</b>	<b>ASSOCIATED RISKS</b>
<p>one. Determine the veracity of the threat. Determine the need to search for suspicious objects.</p> <p>3. Evacuation to at least 300 meters, from the Guest House if the threat is considered really dangerous 4. Maintain calm and the safety of the occupants.</p>	<p>1. Determine who received the threat and all the necessary information 2. Determine behaviors that make the threat more suspicious threat</p> <p>3. Establish the veracity of the threat with the information available</p>	<p>Collective panic, sabotage and explosions</p>
<b>ACTIONS TO DEVELOP DURING THE EMERGENCY</b>	<b>RESPONSIBLE</b>	
<p><b>DURING THE CALL</b> ÿ Do not hang up the call ÿ Take as much information as possible ÿ Listen to background noises, idioms, accent, keywords.</p> <p>ÿ Write or record the text of the phone call ÿ Signal a colleague to notify Security <b>AFTER THE CALL</b></p> <p>ÿ Keep calm, do not talk to anyone about what happened.</p>	<p>Anyone who receives threat.</p>	
<p>ÿ Immediately go to security and report the threat with the above details Extreme security measures in the perimeter, search the surroundings of the Inn</p>	<p>Person receiving the threat.</p>	
	<p>Security</p>	

## EMERGENCY PLAN

OBJECTIVES OPERATIONAL	PARAMETERS OF EVALUATION	ASSOCIATED RISKS
Extraordinary meeting of the members of the emergency committee present and make a quick decision on the actions to follow Make the decision to notify the Explosives Group of the police.		Emergency Committee brigade leader
		brigade leader
<b>IF THE DECISION IS TO EVACUATE</b> , the evacuation alarm must be given and the evacuation of the hostel executed, towards the meeting places located at least 300 meters from where the pump is supposed to be.		emergency committee evacuation coordinators
Provide first aid assistance to affected people Verification of evacuated people		first aid brigade
		Emergency Committee evacuation coordinators
External Security Organizations, do Systematic search within the facilities		Security security external from agencies
Determine the order to return to the facilities once the control of the emergency is considered, or the sending of the collaborators to their homes. <b>IF THE DECISION</b>		Committee of External security emergencies of agencies
<b>IS NOT TO EVACUATE</b> , Security must carry out a systematic search within the facilities for the suspicious package.		Emergency Committee Security external from security agencies
Determine the moment to consider the situation under control, and return to normal		Committee of External security emergencies of agencies security supervisor

**12. Signs of panic**

PANIC SIGNS	WHAT TO DO IN CASE OF PANIC SIGNS
<ul style="list-style-type: none"> <li>- Fear takes over the person.</li> <li>- Feeling that you are not present in the situation - Feeling short of breath (chest tightness) or hyperventilating - Trembling - Sudden cold or heat - Tachycardia, rapid pulse - Dizziness - Feeling faint</li> </ul>	<ul style="list-style-type: none"> <li>- Talk to someone about the situation</li> <li>- Make the person listen to phrases that reassure him "everything is fine" "I'll be here"</li> <li>- Breathe in and out deeply</li> <li>- try to sit down</li> </ul>

**13. First aid**

OPERATIONAL OBJECTIVES	PARAMETERS	FROM	ASSOCIATED RISKS
1. Evaluate and ensure the scene 2. Make assessment and primary care 3. Determine the severity of the patient 4. Make assessment and secondary care according to protocol criteria	The defined in the procedure for brigades	the	<ul style="list-style-type: none"> <li>- physical risks</li> <li>- Chemical hazards</li> <li>- electrical hazards</li> <li>- Biological risk</li> <li>- Risk psychosocial</li> <li>- biomechanical risk</li> </ul>
ACTIONS TO DEVELOP DURING THE EMERGENCY			RESPONSIBLE
<ul style="list-style-type: none"> <li>ÿ Immediately inform the reception line indicating your name, exact location with signs and what happened to the person</li> <li>ÿ Keep the person still on the spot.</li> <li>ÿ At the reception they locate an emergency brigade member via radio.</li> <li>ÿ Remove people while help arrives (Hospedería brigade members)</li> <li>ÿ If necessary, create a security cordon around the victim</li> <li>ÿ Provide good ventilation in the place where the victim</li> </ul>			Anyone who meets the emergency with

**EMERGENCY PLAN**

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<b>OBJECTIVES OPERATIONAL</b>	<b>PARAMETERS EVALUATION</b>	<b>ASSOCIATED RISKS</b>
<p>• Do not give the victim anything to drink or eat • Refrain from administering first aid if you are not trained and if you are not sure what you are doing.</p> <p>• Collaborate with the Emergency Brigade, maintaining order on the site, helping to obtain necessary elements and any other help required by the personnel providing the care.</p> <p>• If the injured person requires specialized medical care, they should go to the nearest IPS.</p>		
<p>1. Assess and secure the scene</p> <p>• Verify background by observing and asking</p> <p>• Detention and control of hazards, IF THESE ARE NOT THEY CAN CONTROL, TAKE THE VICTIM TO A SAFE PLACE</p> <p>• Organize the scene, remove people and delegate tasks</p> <p>• In the case of more than three victims, implement TRIAGE procedures</p> <p>2. Assess and primary care</p> <p>• Perform manual stabilization of the head in patients with head or trunk trauma.</p> <p>• Control severe bleeding • Check the patient's response.</p> <p>• Check airway • B.</p> <p>See, hear and feel breathing (5 to 10 seconds)</p> <p>• C. Verify the presence of carotid circulation (5 to 10 seconds)</p> <p>• D. Verify their neurological status by assessing Pupils, Response Level and Motricity.</p> <p>• Expose only parts of the body necessary to its stabilization.</p> <p>3. Determine severity status</p> <p>• Critical</p> <p>• Unstable</p> <p>• Potentially Unstable</p> <p>• Stable</p>		<p>Emergency brigade or people with recognized training</p>

PARAMETERS EVALUATION OPERATIONAL	OBJECTIVE FROM	ASSOCIATED RISKS
<p>4. Carry out a secondary evaluation (IN CRITICAL AND UNSTABLE PATIENTS, THE ROAD TO THE CARE CENTER IS MADE ONLY IF POSSIBLE, IN POTENTIALLY UNSTABLE AND STABLE PATIENTS, IT IS DONE AT THE PLACE OF EMERGENCY.)</p> <p>ÿ Control of Vital Signs every 5 minutes in critical and unstable patients and every 10 minutes in potentially unstable and stable patients</p> <p>ÿ Head-to-toe check when the situation warrants. require</p> <p>ÿ Basic interview</p> <p>ÿ Sensations ÿ Allergies ÿ Medications you consume ÿ Previous conditions ÿ The last thing you ate ÿ Events prior to this emergency ÿ Periods of pain ÿ Specific area of pain ÿ Intensity of pain (from 1 to 10) ÿ Null, if the pain disappears, I cancel it.</p>		Emergency brigade or people with recognized training

### 7.1. Implementation of mass casualty classification system

OBJECTIVES OPERATIONAL	PARAMETERS OF EVALUATION	ASSOCIATED RISKS
<p>1. Establish a a system for classifying multiple victims by severity and prognosis.</p> <p>2. Have a control of victims and where they were taken</p>	<p>3. Causes that originating emergency</p> <p>4. Number of victims from</p>	<p>ÿ Collective panic</p> <p>ÿ Confusing communication</p> <p>ÿ Disorganization</p>
<b>DEVELOP DURING THE EMERGENCY</b>		<b>RESPONSIBLE</b>
<b>When a situation arises with three or more injured</b>		



**EMERGENCY PLAN**

<b>OBJECTIVES OPERATIONAL</b>	<b>PARAMETERS OF EVALUATION</b>	<b>ASSOCIATED RISKS</b>
Summon the Emergency Brigade at the emergency station and the Emergency Committee Identification and isolation of the impact zone Emergency Brigade		Hotel reception
Determination of a large, safe area, with the Emergency Brigade good access roads and close to the impact zone .		
Establish command post, near the TRIAGE area.		emergency committee
Secure the impact zone Start		Emergency Brigade
the classification and marking of victims in the impact zone according to the attached table.		Small group of brigade members. CLASSIFICATION GROUP
Assign four people to keep track of victims and where they are transported		Three people and a Brigade, TRANSPORTATION COORDINATION group Brigade with more experience
<p>Start Basic Life Support and transfer to level 3 care centers, for victims with a RED classification Start Basic Life Support and transport to level 2 care centers, for victims classified with a <b>YELLOW</b> label Start Basic Life Support and transport to level 1 care centers , to victims classified with a <b>GREEN</b> label Start basic life support and transport to level 3 assistance centers, to victims classified with a <b>BLACK</b> label.</p> <p>Do not remove victims with <b>WHITE</b> label from the scene.</p>		
Keep the emergency committee updated and informed about the census of victims		emergency coordinator
Prepare official press releases, and coordinate with external relief agencies		emergency committee
Determine the moment of control emergency, make a final census and follow up on the status and evolution of the victims		Emergency Committee
Determine actions to follow such as return to work areas, or sending non-injured officials home		emergency committee

## 7.2. Mass Casualty Classification Guide

COLOR CLASSIFIED	TYPE OF VICTIMS
<b>RED COLOR SEND TO CENTER OF ATTENTION LEVEL 3</b>	<ul style="list-style-type: none"> <li>• Severe visible bleeding</li> <li>• Respiratory problems correctable or not on site</li> <li>• For witnessed cardiac and without other complication</li> <li>• Loss of consciousness</li> <li>• Thoracic perforations or penetrating wounds</li> <li>• Severe concussion</li> <li>• Burns with airway compromise</li> </ul> <p>Some serious fractures such as in the pelvis, chest, cervical vertebrae, or fractures or dislocations where no pulse is detected below the injury</p>
<b>YELLOW COLOR SEND TO CENTER OF ATTENTION LEVEL 2</b>	<ul style="list-style-type: none"> <li>• Fractures and dislocations</li> <li>• 2nd degree burns, in more than 30%.</li> <li>• 3rd degree burns, in more than 10%.</li> <li>• Complicated burns with major injuries, soft tissue injuries, or minor fractures.</li> <li>• Moderate blood loss</li> <li>• Back injuries with or without damage to the spinal column</li> <li>• Conscious patients with significant head trauma</li> </ul>
<b>GREEN COLOR SEND TO CENTER FROM ATTENTION LEVEL 1</b>	<ul style="list-style-type: none"> <li>• Minor fractures Minor burns</li> <li>• 2nd degree burns, less than 15% of the body excluding face, hands and feet.</li> <li>• 3rd degree burn, less than 2% of the body.</li> <li>• Other minor injuries, abrasions and contusions</li> </ul>
<b>COLOR BLACK SEND TO CENTERS FROM ATTENTION LEVEL 3</b>	<ul style="list-style-type: none"> <li>• 2nd and 3rd degree burns, in more than 40% of the body.</li> <li>• 2nd and 3rd degree burns, in more than 40% of the body, with other major injuries</li> <li>• Spinal column injuries where there is no sensitivity and movement</li> <li>• Patient older than 60 years, with serious injuries</li> </ul>
<b>WHITE COLOR DO NOT MOVE FROM SITE</b>	<ul style="list-style-type: none"> <li>• Patient with obvious fatal injuries</li> </ul>

## 8. Additional specific procedures 8.1. Operators of ovens, kitchens, laundry, sauna.

- ÿ Upon hearing the emergency pre-alarm, turn off the equipment that is working with gas and close the main valves.
- ÿ Turn off heat-generating equipment such as ovens, stoves and others.

## CHAPTER VIII. PROCEDURES DURING EVACUATION

ÿ Stay calm ÿ Avoid unnecessary or alarmist comments.

ÿ If you have client or visitor staff, inform them what is happening and tell them to follow the evacuation process with the following conditions:

ÿ Take your free hands Get out quickly, but DO NOT RUN, do not stop and do not return for any reason

ÿ Exit to your right, in line, in small spaces, one person must pass the time

ÿ Help whoever needs it, accompany or assign a companion to disabled people, pregnant women and children, the latter must be taken from the hand.

ÿ If you have a visitor ask them to take their personal belongings and come with you to the final meeting place ÿ If there is smoke, crawl.

ÿ Ladies with high-heeled shoes should not keep them.

ÿ Lock doors as you pass without locking them.

ÿ Before opening a door, touch it, if it is hot, do not open it, take an alternate exit.

ÿ If the escape route is blocked, take an alternate exit.

ÿ Go to the final assembly site, report to the evacuation coordinator in your area and wait there until the count and verification of lists is done, do not leave until you receive other instructions.

ÿ In case of doubt about someone who did not make it out, communicate it to the coordinators evacuation or relief agencies.

ÿ Do not provide any type of information to the media.

### 1. In case of fire

#### If the fire is in your area

ÿ Remain calm ÿ Immediately stop what you are doing ÿ Calmly alert people in the area, ask them to evacuate

ÿ Notify or have someone notify of the emergency.

ÿ Help people who need it.

- If there is a risk to you, evacuate immediately.
- If the fire can be controlled with the means available, check that there are no exposed people, ask someone to stay with you and try to control the emergency if your safety is not affected.
- If the fire is large and out of control, do not try to expose yourself, evacuate immediately, secure the adjacent areas and prevent the entry of other people.
- When leaving the building, report details of the situation to rescue organizations.

**NOTE:** Any situation that generates smoke, even if it is not a fire, the facilities must be evacuated.

**If the fire is in another area**

- Keep calm
- Immediately stop what you are doing
- Take your personal items only if you have them nearby
- If you have staff from clients or visitors let them know what is happening and tell them to start the evacuation according to the order.
- Evacuate immediately to assembly sites.
- If there is smoke, crawl.
- Before opening a door, touch it; if it is hot, do not open it and take an alternate exit

If you get trapped by smoke, try to set up a shelter, look for a space as closed as possible, with windows to the outside and with rags or damp clothes, cover all the spaces through which smoke can enter, put up a sign or warn that you had to shelter there

**2. In case of earthquake or earthquake**

**during the earthquake**

- Remain calm
- Immediately stop what you are doing
- Take cover in a safe place, under a desk or a strong structure, away from windows or objects that could fall on you, inside or under a vehicle, next to a column or interior wall, protect your head and neck with your hands.
- Stay in this place for the duration of the earthquake and encourage other people to do it
- Do not rush out even if the alarms sound.

**after the earthquake**

- Stay calm.
- Give help to those who need it.

- ÿ Report any abnormal situation to the emergency line, be specific and do not congest phone lines.
- ÿ Do not turn on electrical equipment or electrical installations until you are sure that They do not find gas leaks or short circuits.
- ÿ Evacuate the building if you detect serious conditions that indicate structural failure or imminent risk to people.
- ÿ If the order to evacuate is given, do so immediately according to the plan provided.

### **3. In case of explosion**

- ÿ Stay calm.
- ÿ If you have client staff or visitors, let them know what is happening and tell them to stay where they are and to follow these instructions:
- ÿ Drop to the floor under a desk or sturdy structure, away from windows.
- ÿ Protect your head and neck with your hands, open your mouth and do not support your abdomen floor.
- ÿ Wait for the blast wave to subside.
- ÿ Help those who need it.
- ÿ Report any abnormal situation to the emergency line, be specific and do not congest phone lines.
- ÿ Do not turn on electrical equipment or electrical installations until you are sure that there are no gas leaks or short circuits.
- ÿ Evacuate the building if you detect serious conditions that indicate structural failure or imminent risk to people.
- ÿ If the evacuation order is given, do so immediately according to the planned plan, locating yourself at least 300 meters away from the building.
- ÿ Keep electronic equipment such as cell phones, pagers, radios, and others turned off. to avoid the possible activation of more explosions
- ÿ Go to the meeting place and wait for instructions.

### **4. In case of flammable gas leaks**

- ÿ Stay calm ÿ
- Immediately stop what you are doing ÿ If you have customer staff or visitors let them know what is happening. Initiate evacuation of people on site ÿ Report or have someone report the emergency.
- ÿ Provide help to those who need it.
- ÿ Do not turn off or turn on electronic equipment (radios, beepers, cell phones, etc.), these can be the source of ignition of the gas in the environment.
- ÿ If you know the place where the gas supply is cut off, do it only if it is safe to do so.

ÿ Evacuate to meeting places by leaving open and opening doors and windows for good ventilation, once in the meeting place wait for instructions

### **5. In the event of a leak or spill of hazardous substances**

When detecting in the environment the presence of gases, vapours, liquids or solids that are causing a bad smell, irritation of the nose or eyes, difficulty breathing, coughing, dizziness, changes in the behavior of people, etc.

- ÿ Keep calm
- ÿ Immediately stop what you are doing
- ÿ Initiate evacuation of people on site Report or ask someone to report the emergency.
- ÿ Provide help to those who need it.
- ÿ Do not turn off or turn on electronic equipment (radios, beepers, cell phones, etc.), these can be the source of ignition of the gas in the environment.
- ÿ Evacuate to meeting places by leaving open and opening doors and windows for good ventilation, once in the meeting place wait for instructions

### **6. In the event of a riot or attack on the facilities**

- ÿ Keep calm
- ÿ Immediately stop what you are doing
- ÿ Take shelter in a safe place away from windows
- ÿ Avoid unnecessary movement within the facility if possible, keep the lights off.
- ÿ Provide help to those who need it.
- ÿ Evaluate the different possibilities of exiting from a different place than where you are the main problem.
- ÿ Wait for instructions.
- ÿ If the order to evacuate is given, do so immediately according to the planned plan

### **7. In the event of a bomb threat**

- ÿ Stay calm
- ÿ Do not hang up before the caller.
- ÿ Try to prolong the conversation as long as possible.
- ÿ Try to take as much information as the caller provides.
- ÿ Capture significant details, such as language and words used, terminology, background noises, accent, gender of the caller. If possible, try to write all the text of the call.
- ÿ Try to signal someone else to report the emergency
- ÿ After hanging up, report the emergency and go to SECURITY
- ÿ Do not tell anyone what happened.



ÿ Wait for instructions.

8. In case of detecting the presence of suspicious persons

ÿ Always keep an eye on the person without being too obvious.

ÿ Report the situation and description of the person to security.

ÿ Politely approach the person and ask if you can help with anything.

ÿ Stay alert and wait for instructions.

**NOTE.** The entry or exit of vehicles will not be allowed from the time the alarm voice is given and up to 30 minutes after the controlled emergency voice is given.

No collaborator may provide information to any communication media or person outside the Inn without proper authorization.

### 9. Emergency Procedures a. security staff

#### **If you detect an emergency**

ÿ Remain calm ÿ Report

the emergency immediately ÿ Remain attentive to the radio or instructions given.

#### **When hearing the emergency pre-alarm**

ÿ Keep calm

ÿ Immediately stop what you are doing

ÿ FROM THIS MOMENT NO MORE PEOPLE SHOULD ENTER BY

MAIN DOORS FOR PUBLIC, PARKING OR STAFF.

ÿ Locate yourself in a strategic and safe position.

ÿ Check that the outlets are not blocked or obstructed.

ÿ Pay attention to further instructions given by radio or through the loudspeakers of the hostel.

ÿ Only use the radio in case of real need, otherwise keep the radio channel communication cleared for emergency communications only.

#### **WHEN THE ORDER TO EVACUATE IS GIVEN (SPEAKER INSTRUCTIONS)**

ÿ Do not allow anyone to enter the hostel except for the aid organizations duly identified with their uniform and who arrive in official vehicles of their organization ÿ If you have to stop someone who is leaving with unauthorized objects, do so

one side of the door and not on the exit of people.

ÿ The entry of visitors will not be made until they have authorization from the

Coordination of the emergency and should not be done before 30 minutes.

ÿ In the parking lot, the entry or exit of vehicles will not be allowed once the emergency call has been given and up to 30 minutes after the controlled emergency call has been officially given.

ÿ Pay attention to other instructions.

**NOTE:** During a pre-alarm or an emergency, all security personnel must take extreme internal and perimeter security measures.

No type of information should be given to reporters, there will be a defined person to give official information, reporters should not enter if they are not authorized by management. Reporters must wait until a manager comes to attend to them.

**In case of evacuation, upon hearing the pre-alarm or when the order to evacuate is given**

ÿ Stop what you are doing immediately, take the radio and the box of tokens visitors and take them with you to the meeting place.

ÿ At the meeting place, make a verification report of visitors and report it to emergency coordinator.

ÿ Check if these people have already left and report news.

ÿ Pay attention to the radio and other information received.

**NOTE.** The parking of vehicles should not be allowed in the accesses, especially in front of the exit of THE HOSPEDERÍA, in front of the Siamese or fire hydrants.

## 9.2. Reception

### WHEN YOU RECEIVE EMERGENCY CALLS OR DETECT EMERGENCY SITUATIONS EMERGENCY

ÿ Ask the person to remain calm to give you the following information:

ÿ Identification ÿ

Exact type of emergency, (smoke, fire, chemicals, injured person)

ÿ Exact place of the emergency (area and zone, near where) o If there is people injured, how many?

ÿ Immediately notify the EMERGENCY BRIGADE LEADER, giving the above information.

ÿ Try to verify information with the closest person or by radio telephone.

ÿ If Emergency Brigade support is required, request it by radio.

ÿ Notify the situation manager ÿ If outside agency support is required, immediately notify:

## NUMEROS DE EMERGENCIA VILLA DE LEYVA

**POLICIA:** 3023537358– 3202251707 - 3138887425

**HOSPITAL:** 3212164907 - **7320516 – 7320244 – OFICINA**  
**ADMINISTRATIVA :** 3124524119

**CRUZ ROJA :** 3208448274

**BOMBEROS :** 7321012 – 3224163975 – 3112128817



- If evacuation of the hostel is required, contact and request to activate the evacuation system, the evacuation order will be given by the head of the emergency brigade.
- Take the manual of emergency procedures, and make a checklist depending on the case.
- Be attentive to emergency communications, regulate communications so that there is no saturation of the channels.
- If it is necessary to Evacuate your area, look for an area from where you can supply the temporary operation.

### 9.3. spa and pool

- When hearing the pre-alarm
- Keep calm
- Immediately stop what you are doing and coordinate actions presets in your area.
- Take your most important personal belongings (money, cell phone, radio, documents) only if they are at hand.
- If you have client or visitor personnel, inform them of what is happening and tell them to initiate an evacuation procedure, to leave the pool, spa, Turkish bath, sauna or jacuzzi and ask them to protect themselves or evacuate from the site, as the case may be, through the nearest evacuation until you reach the meeting point # 5
- Notify or ask someone to notify the hotel reception of the emergency so that they can inform rescue agencies of details of the situation.
- Coordinate the group to go to the planned meeting place.

- ÿ Check that no one is left in the area
- ÿ Count people before leaving
- ÿ Do not allow anyone to go back for any reason

**Upon receiving the evacuation order (evacuation instructions by radio or loudspeakers, siren)**

ÿ If you have client or visitor staff, inform them what is happening and tell them to start the evacuation process with the following instructions: ÿ Ask people to stop what they are doing, to get out of the pool, to take their personal belongings, to execute the pre-established critical tasks, turn off ovens, close gas valves, etc., and go to the nearest exit.

- ÿ Keep the group together.
- ÿ Assign people to help those who need it.
- ÿ Coordinate the group to go to the planned meeting places.
- ÿ Make sure no one is left in the area Count people before leaving ÿ When leaving, lock doors unlocked.
- ÿ Repeat special instructions such as don't shout, don't run, don't turn back.
- ÿ Calm down people who are upset, separate them from the group.
- ÿ Do not allow anyone to return for any reason ÿ Assign a companion to any person who cannot move due to their own means
- ÿ When leaving the building, report details of the situation to rescue agencies.

**at the meeting place**

- ÿ Keep the group together
- ÿ Make a verification of the people who evacuated (list, staff count,)
- ÿ If someone is missing, try to identify their location, otherwise report to relief agencies ÿ Keep the group together until further instructions are given.
- ÿ Wait for instructions.
- ÿ Try to make a list of evacuated clients with full names, identification number and a telephone number or location address.

#### 9.4. Guest house clients

**(It can be placed in brochures that are delivered with some frequency)**

Dear customer, HOSPEDERÍA DURUELO also thinks about your safety, for this reason we ask you to follow these instructions in case of an emergency:

- ÿ Report any abnormal situation you observe to security.
- ÿ In the event of an earthquake, lie down next to the bed

- ÿ In the event of an emergency, or if you hear the evacuation instructions from the hostel through the loudspeakers, remain calm, immediately stop what you are doing and follow the instructions of our security personnel.
- ÿ The hotel has several emergency exits duly marked depending on their location in the building.
- ÿ Do not go to pick up your vehicle, since in cases of emergency it is not safe mobilize them.
- ÿ Walk, do not run, try to keep your hands free, if you have children with you, take them by the hand
- ÿ If you have children in the nursery, go to the meeting place located in the parking lot, security will take care of them until you pick them up.
- ÿ During the exit, do not turn back for any reason, do not yell, do not make comments alarmists.
- ÿ Exit to your right, if there is smoke crawl, women with high heels SHOULD NOT TAKE OFF THE

### 10.Hospedería evacuation alarm procedure

When you receive instructions to activate the inn's evacuation system, given only by the brigade chief

- a) Set the alarm. b) Brigade members collaborate to whistle in places where the alarm cannot be heard. c) Then begin giving the following instructions, for the next five minutes.

*Your attention please, your attention please.*

*For security reasons it is necessary to vacate the hostel, please go immediately to the nearest exit and follow the instructions of the collaborators.*

- d) insert the previous message with special slogans such as:

ÿ Stay calm, do not run. ÿ Go to the nearest emergency exits do not remove your vehicle from the parking lot

## CHAPTER IX. EMERGENCY NUMBERS.

ENTITY	PHONE
Police	7321412 – 7320391 – 3202251707 – 3202251707 - 3138887425
Hospital Saint Francisco	7320516 – 7320244 - 3105856193
Red Cross	7423198 – 3105561828 - 3133868716
Civil defense	3131203255 – 3132403255
Firefighters	7321012 – 3133946892 - 3112128817

## CHAPTER X. EMERGENCY DRILLS

Its objective is to evaluate, improve or update the existing emergency plan, as well as detect weak points or failures in its implementation, and also serves to identify the response capacity of the personnel to deal with an emergency.

Carrying out a drill reduces and optimizes the response time in an emergency situation and at the same time promotes the dissemination of the plan among the company's personnel, preparing them to face an emergency situation.

## 1. Classification of drills

Two general emergency drills must be carried out annually, for each drill a Previous Plan must be made that will contain at least:

**Drill Overview**

- Date, time, place and type of emergency to simulate, person in charge, etc.
- Objectives of the exercise
- Steps for the development of the exercise and responsibilities.
- Scope of the drill • It will be determined if external relief entities are involved • It will be determined if the drill is announced or surprise, the former must be informed and less information will be given over time
- It will be determined if injuries, smoke, fire, explosions or others are going to be simulated.
- Determination of aspects to be evaluated and evaluators.
- Deployment of activities prior to the drill and responsibilities • This drill plan must be approved by the hotel management.
- The drill must be accompanied by a drill report which is the result of execution and evaluation.



• There are two kinds of drills:

• **Noticed drills**

They are carried out by notifying the staff in advance of the time, place and date of the drill; they are used to train staff as they learn to identify their route and rendezvous point.

• **Surprise drills**

They are carried out without prior notice to the staff, to verify the potential response to an emergency.

## 2. Execution of the drills

On the platform there will be several files that will indicate the way in which a simulation and/or drill should be carried out, make a proposal and attach the formats to be used, taking into account that for its formulation it will be necessary to prepare a series of documents in accordance with the different scenarios that are proposed to evaluate the emergency plan.

## CHAPTER XI. BIBLIOGRAPHY

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- Guide to prepare emergency and contingency plans Mr. Entrepreneur:

- The Bogotá Chamber of Commerce and the District Emergency Prevention and Attention Directorate (DPAE) invite you to prepare to face a disaster situation by preparing your emergency plan in a timely manner.
- The implementation of this procedure is mandatory (Resolution 1016 of 1989) and according to Agreement No. 341 of 2008, sanctioned on December 19 of last year by the District, "employers with a business character and domicile in Bogotá, in accordance with the regulations on professional risks and occupational health, and especially resolution 1016 of 1989 of the Ministry of Social Protection, they must inform the DPAE about the implementation of their emergency plans.
- Register and inform about the level of implementation of the plan at: <http://www.sire.gov.co/portal/page/portal/sire/componentes/autoevaluacion> BRAINSTORMING

• [www.brainstorming.co.uk](http://www.brainstorming.co.uk) •

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SCENARIO ANALYSIS • <http://www.mailxmail.com/curso-ingenieria-costos-riesgos/riesgos-analisisescenarios> •

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## **CHAPTER XII. ANNEXES.**

- SG-SST work plan YEAR\_\_\_\_ (FO-SG-033).
- Diagnosis of threats and vulnerabilities.
- Evacuation plans.
- Simulation evaluation (FO-SG-041).
- Emergency Drill Script (FO-SG-043).
- Emergency drill report (FO-SG-044).
- Medical information of collaborators (FO-SG-052).
- Prevention and protection protocol against biological risk due to coronavirus covid 19 (PR-SG-037)

