

**"OUR FIRST COMMITMENT IS SAFETY"**

Some recommendations to "Be Safe" when you're on official company business outside your station and any of the following events occur.

**ARRIVING AT THE HOTEL:**

\* Upon check-in, indicate that in case of emergency, notify the SOCC in Panama, by dialing (+507) 304-2650 / (+507) 6612-6062 or in Colombia at (+571) 419-8921 / (+57) 310-609-4570.

\* Confirm the reunion or protections points designated for emergencies.

**ONCE IN YOUR ROOM:**

\* Familiarize with the evacuation map; Count and memorize the number of doors between your room and the nearest emergency exit.

\* Locate the nearest fire extinguisher to your room.

\* Search for possible escape routes in your room, Can you open the windows or are they fixed?

\* Verify that the door locks and telephone work.

**IN CASE OF A TSUNAMI**



**MUÉVASE A UN LUGAR ALTO**

**!DO NOT WAIT AN OFFICIAL ALERT LET THE SIGNS OF NATURE BE YOUR WARNING!**

**IF YOU'RE ON THE COAST OR AT SEA LEVEL:**

\* If you feel a strong earthquake,  
\* See that the sea is behaving in an unusual way, you listen strong and weird sounds.

! Evacuate immediately offshore areas to the highest point available!

\* Evacuate on foot. Avoid using the car.

\* Return to the hotel only when authorities say it is safe for you to do.

**IN CASE OF FIRE**



**LISTEN TO FIRE ALARM:**

\* Evacuate immediately if there is dense smoke, crouch and crawl up to a safe place.

\* Before opening the door to your room, try to perceive its temperature with the back of your hands without touching it. If its hot, do not open it!

\* Do not use elevators.

\* If possible, moisten a cloth and cover your nose and mouth.

\* If your clothes catch on fire do not run, throw yourself into the ground and roll.

**IF YOU CAN NOT REACH THE EXIT:**

\* Go back to your room, close the door and turn off the air conditioning.

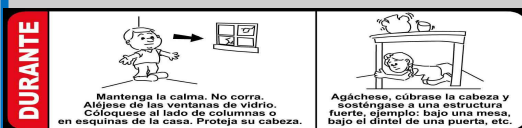
\* Contact the hotel front desk to let them know you're trapped in your room.

\* Fill the tub and sink with water.

\* Moisten the sheets and towels in your room and place them around doors and windows to keep out the smoke.

\* Cover your mouth and nose with a humid cloth.

**IN CASE OF HURRICANES & STORMS**



**DURING:**

\* Stay away from windows and cabinets.

\* Duck, cover and hold.

**IN CASE OF EARTHQUAKE**



**IF YOU ARE OUTDOORS:**

\* Remain outside.

\* Move a few steps to a safe place.

\* Stay away from buildings and other secondary sources of risk as falling glass, power lines, electrical and gas.

\* When the tremblings have ceased go to the designated rallying point using the safest route.

**IF YOU ARE INDOORS:**

\* STAY INSIDE.

\* MOVE A FEW STEPS TO A SAFE PLACE.

\* DUCK, COVER AND HOLD!

\* DO NOT TRY TO RUN OUTDOORS.

**AFTER:**

\* When the tremblings have ceased, go to the designated rallying point using the safest route.

\* Look carefully where you step, try not to pass through very wet and unstable floors.

\* Be on alert for possible aftershocks.

\* Return to the hotel or any building only when authorities say it is safe for you to do it.

**IN CASE OF FLOODING**



**DURING:**

\* Do not leave the hotel.

\* Move to higher floors.

**IF YOUR ARE ON THE STREET:**

\* Search for high places.

\* Do not try to cross water affluents.

**"DURING THESE SITUATIONS OF EMERGENCIES AND ANY NATURAL DISASTER, FOLLOW THE INSTRUCTIONS OF LOCAL AUTHORITIES, THEY ARE THE EXPERTS AND KEEP THEIR SOLE PURPOSE IS TO KEEP YOU SAFE ."**



A STAR ALLIANCE MEMBER