



International Civil Aviation Organization
ICAO South American Regional Office

Meeting on the Progress in State Safety Programme (SSP) and Safety Management System (SMS) Implementation and their Application in Runway Safety Teams (RST) for the SAM Region
(Lima, Peru, 11 to 15 March 2013)

GENERAL INFORMATION

(Presented by the Secretariat)

1. Place and date

The Twelfth Meeting on the Progress in State Safety Programme (SSP) and Safety Management System (SMS) Implementation and their Application in Runway Safety Teams (RST) for the SAM Region will be held at the ICAO SAM Regional Office, Lima, Peru, from 11 to 15 March 2013.

2. Address of the ICAO South American Office

Av. Víctor Andrés Belaúnde 147
Principal No.102
Centro Empresarial Real, Torre Cuatro, Piso 4
San Isidro, Lima
Telephone: +51 1 611-8686
Fax: +51 1 611-8689
E-mail: icaosam@icao.int

3. Opening session

Monday, 11 March 2013
Registration of participants: 08:00 – 09:00 hrs.
Opening session: 09:00 – 09:15 hrs.

4. Registration of participants

Participants are requested to fill in the registration form attached to this information paper and submit it to SAM Regional Office as soon as possible. A subsequent registration will take place at the corresponding registration desk, from 08:00 to 09:00 hrs, during the first day of the event, where the duly completed registration sheet should be handed in. Likewise, participants are requested to use the badges supplied to them during registration.

5. General information

It can be found in the “*General Information*”, “*Weather*” and “*Hotels*” sections in the ICAO SAM Regional Office website, <http://www.lima.icao.int/>, English (top, center).

6. Documentation

The documentation will be posted on the ICAO SAM Regional Office website, <http://www.lima.icao.int/>; Inglés, *Upcoming Meetings*, participants should check our website frequently to download the documentation. **All participants must bring their own set of documentation (hard copy or electronically in a laptop) to the meeting venue; there will be no hard copies available for distribution.**

7. The instructions to log on the SAM website are:

<http://www.lima.icao.int>

Select **Inglés** (English) on the upper right corner of the welcome page

Click on “**UPCOMING MEETINGS**”

Look for and click on “Meeting on SMS/SSP Implementation and its Application in Runway Safety and RST” (events appear ordered by date)

8. Passport, visa and vaccination requirements

To enter the country, an updated passport and visa are requested; however, it is recommended to contact the Peruvian Embassy or Consulate in your country, to enquire on this requirement well before your departure. Please also verify if yellow-fever, or any other vaccination is required.

9. Money exchange and credit cards

The Peruvian currency is the Nuevo Sol Peruano (S/.). Present exchange rate is S/ 2.60 per US \$ 1.00, approximately.

Credit cards as American Express, Master Card, VISA, Diners Club, etc, are usually welcome in hotels, shopping centres and restaurants. Traveller’s checks should be exchanged in banks.

10. Hospitals

In case of emergency, **Clínica Anglo Americana** is recommended, which is located in Alfredo Salazar s/n, Miraflores, Tel: +51 1 616-8900.

11. Electricity

220 Volts/60Hz.

12. Information on safety and protection

Upon any emergency situation, kindly call the Operations Centre of the United Nations Safety and Security Department (UNDSS):

Assistance 24 Hours - 365 days

213 – 3220 (direct)

213 – 3200, Extension 1600

Mobiles:

997 571 008

997 571 003

13. **General recommendations in the event of an earthquake**

The city of Lima is within an earthquake area.

During an earthquake

- a) Keep calm.
- b) Stay away from windows, do not go to any balconies, and do not use elevators.
- c) Locate yourself in previously identified internal safety zones.
- d) Evacuate the premises only if conditions permit it; otherwise, minimize your movements.

After an earthquake

- a) Proceed to leave the premises, since quakes can continue.
- b) Evacuation must be carried out calmly, quickly and safely through the indicated routes.
- c) Stay in the evacuation site until the designated security team of the building has verified whether the installations are at risk.

ICAO third and fourth floors emergency exits

- a) In front of the elevator area are two emergency staircases.
- b) Both stairs end in the first floor of the building, in the main entrance area.
- c) Proceed down the staircases. Do not push or run; keep in line, move in one direction only; keep conversation to a minimum.
- d) Exit the building to allow free flow of other evacuees exiting behind you.
- e) Once outside the building and having your back to it, turn left towards the evacuation site, located across Víctor Andrés Belaúnde Avenue.
- f) Pay attention at all moment to the indications that the security team might make.
- g) You will be informed when there is no danger for your return to the facilities.

ICAO SOUTH AMERICAN REGIONAL OFFICE LOCATION MAP IN LIMA, PERU
Av. Víctor Andrés Belaúnde 147 - Edificio 4, cuarto piso, San Isidro

