MULTI-HAZARD DISASTER AND EMERGENCY PLAN



UNIVERSIDAD DEL SAGRADO CORAZÓN

CALLE ROSALES CORNER OF SAN ANTONIO

SANTURCE

Estado Libre Asociado de Puerto Rico
OFICINA MUNICIPAL PARA EL MANEJO DE EMERGENCIAS,
ADMINISTRACIÓN DE DESASTRES Y EMERGENCIAS MÉDICAS
Municipio Autónomo de San Juan

Hon. Carmen Yulín Cruz Soto
Alcaldesa

Nazario Lugo Burgos
Director

REVISIÓN DEL PLAN DE DESASTRES Y EMERGENCIAS MULTIRIESGO VOLUMEN I Y II DE LA UNIVERSIDAD DEL SAGRADO CORAZÓN DE LA CALLE ROSALES ESQUINA SAN ANTONIO DE SANTURCE, SAN JUAN, PUERTO RICO 2013-2014

CÓDIGO: 2013-01-3-22-0052

El actual plan cumple con el *Artículo 16 inciso 2 de la* Ley 148 de 15 de julio de 1999, según enmendada conocida como *Ley del Consejo General de Educación de Puerto Rico de 1999* del Estado Libre Asociado de Puerto Rico y sigue una estructura adecuada siguiendo las guías recomendadas por División de Planes de la Oficina Municipal para el Manejo de Emergencias.

Recomendado por: _____ Fecha: 18/6/13
Angel Samuel Montañez
Gerente de División
Oficina de Planes
OMME-AD San Juan

Aprobado por: _____ Fecha: 18/JUNIO/2013
Nazario Lugo Burgos
Director
OMME-AD San Juan

WARNING

THIS MULTI-HAZARD DISASTER AND EMERGENCY PLAN, HEREINAFTER REFERRED TO AS THE PLAN, IS FOR THE EXCLUSIVE USE OF THE UNIVERSIDAD DEL SAGRADO CORAZÓN IN THE EVENT OF DISASTERS AND EMERGENCIES.

THE INFORMATION CONTAINED IN THIS DISASTER AND EMERGENCY PLAN FOR THE UNIVERSIDAD DEL SAGRADO CORAZÓN REGARDING NAMES OF PERSONS, TELEPHONE NUMBERS, ADDRESSES AND POSITIONS IS STRICTLY CONFIDENTIAL.

UNDER NO CIRCUMSTANCES MAY THE INFORMATION INCLUDED IN THIS PLAN BE USED FOR ANY PURPOSE OTHER THAN THAT INDICATED IN THE PLAN. IMPROPER OR UNAUTHORIZED USE OF THIS PLAN MAY BE SUBJECT TO THE IMPOSITION OF CORRECTIVE MEASURES AND SANCTIONS IN ACCORDANCE WITH THE FACULTY MANUAL, STUDENT REGULATIONS, EMPLOYEE MANUAL, UNIVERSITY RESIDENCE HALLS MANUAL AND/OR LEGAL ACTION AS DEEMED APPROPRIATE BY THE UNIVERSITY ADMINISTRATION.

SCEA CONSULTING GROUP IS NOT RESPONSIBLE FOR ANY EVENTUALITY THAT MAY CAUSE DAMAGE, DEATH OR MISFORTUNE.

THIS PLAN, DEVELOPED BY SCEA CONSULTING GROUP, IS A GUIDE AND IS ONLY INTENDED TO COMPLY WITH THE COMPREHENSIVE GUIDE FOR THE PREPARATION, DEVELOPMENT AND MAINTENANCE OF EMERGENCY OPERATIONS PLANS, REVISION 2.0 ("DEVELOPING AND MAINTAINING EMERGENCY OPERATIONS PLANS, COMPREHENSIVE PREPAREDNESS GUIDE 101, REVISION 2.0-FEMA"), THE EMERGENCY PLANS GUIDE OF THE STATE EMERGENCY MANAGEMENT AND DISASTER ADMINISTRATION AGENCY (AEMEAD) AND THE PREPAREDNESS GUIDE – EVACUATION PLAN OF THE MUNICIPAL OFFICE FOR EMERGENCY MANAGEMENT AND DISASTER ADMINISTRATION (OMMEAD) OF THE MUNICIPALITY OF SAN JUAN.

ONCE THIS PLAN IS COMPLETED AND CERTIFIED BY THE MUNICIPAL OFFICE FOR EMERGENCY MANAGEMENT AND DISASTER ADMINISTRATION, IT IS THE RESPONSIBILITY OF THE UNIVERSIDAD DEL SAGRADO CORAZÓN, THE MEMBERS OF THE INSTITUTION'S DISASTER RESPONSE TEAM AND/OR ITS ADMINISTRATION, TO ENSURE THAT THE PLAN IS UPDATED AS REQUIRED AND EXERCISED AS FREQUENTLY AS DETERMINED BY THE MUNICIPAL OFFICE FOR EMERGENCY MANAGEMENT AND DISASTER ADMINISTRATION (OMMEAD) OF THE MUNICIPALITY OF SAN JUAN.

PROMULGATION DOCUMENT

This **Multi-Hazard Emergency Operations Plan** has been prepared in accordance with the guidelines established by the Department of Homeland Security (DHS), the Federal Emergency Management Agency (FEMA) and in collaboration with the State Emergency Management and Disaster Administration Agency (AEMEAD) and the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) of San Juan.

The primary purpose is to protect life and property from the risks and hazards to which the Institution and the student community may be exposed.

The participation of all staff, students and visitors of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** is requested so that they faithfully fulfill the duties and responsibilities assigned in the Plan. In addition, everyone is urged to sustain and maintain full coordination with private organizations, industry, commerce, the municipality and state and federal agencies, as established by Presidential Directive Number 5 (HSPD #5).

The **Associate Dean of Administration** shall be responsible for maintaining this Plan and shall request the operational procedures necessary for effective routine and emergency or disaster operations, as required by the National Incident Management System (NIMS). The Associate Dean shall coordinate the necessary training and exercises or drills to measure its effectiveness and ensure its proper maintenance.

This Operations Plan shall be certified and coordinated with the response system of the Municipal Office for Emergency Management and Disaster Administration of the Municipality of San Juan in order to have the available resources in the event of an incident.

Therefore, human, economic, technical and professional resources shall be made available so that this plan is effective and functional in minimizing loss of life, damage to or loss of equipment, and property.

PLAN PREPARATION

SCEA Consulting Group
Originator: Sinforiano C. De La Campa **Signature**: _____ Date_____

PLAN APPROVAL

UNIVERSIDAD DEL SAGRADO CORAZÓN
President: José Jaime Rivera **Signature**: _____ Date_____
Dean of Administration: José Ricci **Signature**: _____ Date_____
Associate Dean of Administration: Jaime Durand **Signature**: _____ Date_____
Public Information: María Eugenia Madrid **Signature**: _____ Date_____
Associate Dean of Students: Pedro Fraile **Signature**: _____ Date_____
Security Officer: José Lozada **Signature**: _____ Date_____
Residence Halls: Livia Pastrana **Signature**: _____ Date_____

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1.0 PURPOSE

An emergency can arise at any time. Precautionary measures must be taken throughout the year to provide protection and safety to faculty, students and residents, employees, visitors and contractors, and to ensure the preservation of University property.

The purpose of this Plan is to establish protocols, procedures and instructions that help all employees, students and visitors of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** to prepare for, respond to, evacuate and manage emergencies, as well as to determine the duties and responsibilities of faculty and employees.

The Plan details the actions to be followed before (preparedness, mitigation), during (response) and after (recovery) a disaster, and the measures for the preservation of life and property. In addition, it assigns responsibilities so that the Plan is carried out quickly, safely and in an orderly manner. Likewise, it includes evacuation drills for faculty, residents, students, employees, family members and visitors.

The objectives of this Plan are:

1. To provide a guide to be used by the Administration, students, residents, faculty, employees and visitors in emergency situations.
2. To establish uniform service and conduct procedures and protocols that allow the Administration, students, residents, faculty, employees and visitors to respond in an orderly and effective manner.
3. To ensure an understanding of the institution's safety rules.
4. To identify the lines of authority, the responsibilities of the Administration, faculty, students and employees, and the procedures for Emergency Management.
5. To provide and establish a point of reference to be used when reviewing and recommending changes to existing rules, procedures and practices.

1.0 PURPOSE (Cont.)

The applicable sections of the Comprehensive Guide for the Preparation, Development and Maintenance of Emergency Operations Plans, revision 2.0 ("Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101, revision 2.0-FEMA"), of the Emergency Plans Guide of the State Emergency Management and Disaster Administration Agency (AEMEAD), and of the Preparedness Guide - Evacuation Plan prepared by the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) of San Juan have been incorporated into this Plan, since the **UNIVERSIDAD DEL SAGRADO CORAZÓN** is located in that municipality.

2.0 SCOPE

This Plan applies to the Administration, Faculty, students, residents, non-teaching employees, visitors and contractors performing work at the **UNIVERSIDAD DEL SAGRADO CORAZÓN**.

3.0 DEFINITIONS, ACRONYMS, ABBREVIATIONS

This section includes only the definitions, acronyms and abbreviations used in this document.

Acronyms	Description
AEMEAD	State Emergency Management and Disaster Administration Agency. Puerto Rico Emergency Management Agency (PREMA).
AES/IPAWS	Emergency Warning and Alert System. Alarm Emergency System (AES), Integrated Public Alert and Warning System.
ALERT	Notice to remain active and under constant vigilance in the face of an emergency situation.
DESIGNATED SAFETY AREA	A previously determined safe place where faculty, students and residents, employees, visitors or other personnel gather due to an emergency evacuation, and where a head count is taken of the persons present at the time of the evacuation notice. Area previously selected as a hazard-free location.
CCP	Volunteer Corps Program. Citizens Corp Program.
CERT	Community Emergency Response Team. Community Emergency Response Team.
EOC (COE)	Emergency Operations Center. Place where the Emergency Committee meets, outside communications are received and instructions are given during the emergency.
DISASTER AND EMERGENCY COMMITTEE	Designated persons who will be in charge of implementing the Multi-Hazard Emergency Operations Plan and who belong to the ICS organizational chart.
DACO	Puerto Rico Department of Consumer Affairs. Puerto Rico Department of Consumer Affairs.
EVACUATION	Means the organized, phased, controlled and supervised movement of the population from a dangerous or potentially dangerous zone, and its reception and placement in safe areas.
DISASTER	A natural or man-made event in which life and property are exposed. An event of great proportions in which the emergency exceeds the resources available to the Institution or the state to handle the situation.

3.0 DEFINITIONS, ACRONYMS, ABBREVIATIONS (Cont.)

Acronyms	Description
EXERCISE / DRILL	Simulated action of an emergency or disaster for the purpose of evaluating how prepared one is to face a real emergency. It is usually carried out on a small scale (a classroom, a building).
TABLETOP EXERCISE ("TABLE TOP")	Simulated action of an emergency or disaster for the purpose of measuring knowledge of the emergency components. It is carried out to correct situations and improve the efficiency of operational procedures.
FULL-SCALE EXERCISE	Simulated action of an emergency or disaster for the purpose of evaluating how prepared one is to face a real emergency. It involves the participation of several institutions, agencies, municipalities, or a region.
EMERGENCY	An event that unexpectedly interrupts normal activities. Any situation or circumstance for which local, municipal or state efforts are needed to save lives and protect property, public health and safety, or to minimize or avoid the risk of a disaster occurring.
EVACUATION	Removal of people in the face of an emergency to avoid greater harm.
DAMAGE ASSESSMENT	Systematic process of determining or measuring the extent of losses, suffering or damage as a result of an emergency event and/or a disaster.
FEMA	Federal Emergency Management Agency. Federal Emergency Management Agency.
FCC	Federal Communications Commission. Federal Communications Commission.
ICS INCIDENT COMMAND SYSTEM	Incident Command System. The Incident Command System provides a common organizational structure for first responders to an emergency and involves the coordination and use of personnel and equipment at the incident site.
LEPC	Local Emergency Planning Committee. Local Emergency Planning Committee.
EMERGENCY MANAGEMENT	Means preparedness, mitigation, response and recovery in emergencies and disasters.
MITIGATION	A series of measures that can eliminate, reduce or mitigate the probability and/or effects of an emergency.
NOAA	National Oceanic and Atmospheric Administration. National Oceanic and Atmospheric Administration.

3.0 DEFINITIONS, ACRONYMS, ABBREVIATIONS (Cont.)

Acronyms	Description
NIMS	National Incident Management System. National Incident Management System. A Guide that provides a description of planned and consistent actions nationwide to enable federal, state and tribal agencies, local governments, non-governmental organizations (NGOs) and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents (disasters and emergencies).
OMMEAD	Municipal Office for Emergency Management and Disaster Administration.
PERSONNEL	Teaching and non-teaching staff assigned to the University.
(NWS)/SNM	National Weather Service. National Weather Service.
EOP (POE)	Emergency Operations Plan / Multi-Hazard.
PRESIDENT	Refers to the President of the University or the person in charge in his absence.
CAMPUS	Refers to the building or group of structures of the University.
PREPAREDNESS	Process of planning an effective response to emergencies or disasters through the coordination and use of available resources.
RECOVERY	Activities to be carried out during the period after the emergency for the purpose of returning to the normal conditions the area was in before the emergency or disaster.
RESPONSE	Means those activities aimed at mitigating the immediate and short-term effects that arise as a consequence of an emergency or disaster situation. Response actions include those aimed at saving and protecting lives and property and meeting basic human needs.
SEARCH AND RESCUE (SAR)	SEARCH AND RESCUE (SAR). Acronym traditionally used to identify personnel trained in search and rescue methods.
DRILL	Simulated action of an emergency for the purpose of evaluating how prepared one is to face a real emergency.
TRIAGE	System for classifying the injured and victims according to their condition.

4.0 REFERENCES/LEGAL FRAMEWORK

This document is developed under the legal framework of state and federal laws. The references and related documentation used in the preparation of this document are included in the following table:

Agency / Entity / Other	Title	Revision/ Date
Law 93-228	Public Law 93-288, Robert T. Stafford "Disaster Relief and Emergency Assistance Act", as amended.	N/A
Executive Order	"Executive Order 12656", 3 CFR 1988 Comp., p 585, 53 Fed. Reg. 4791-47512; Assignment of Emergency Management Preparedness Responsibilities.	18 Nov. 1988
FEMA	Comprehensive Guide for the Preparation, Development and Maintenance of Emergency Operations Plans, revision 2.0 ("Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide 101, rev. 2.0-FEMA").	Nov. 2010
	NIMS Implementation Activities for Schools and Higher Education Institutions (www.**training.fema.gov**/EMIWeb/emischool/ EL361Toolkit/...).	2008
	Continuity Guidance Circular 2 (CGC 2). Continuity Guidance for Non-Federal Entities: Mission Essential Functions Identification Process (States, Territories, Tribes, and Local Government Jurisdictions). Continuity of Operations.	22 July 2010
DHS	Department of Homeland Security (DHS) Act 2002.	2002
Jeanne Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime.	C.F.R. 668.46
NRF	"National Response Framework (NRF) National Interagency Response, January 2008".	January 2008
NIMS	National Incident Management System.	N/A
HSPD	Homeland Presidential Directives: HSPD-5, "Management of Domestic Incidents". HSPD-8, "National Preparedness", "Annex 1: National Planning".	28 February 2003 17 December 2003

4.0 REFERENCES/LEGAL FRAMEWORK (Cont.)

Agency / Entity / Other	Title	Revision/ Date
AEMEAD	Law 211 of August 2, 1999, Organic Law of the State Emergency Management and Disaster Administration Agency (AEMEAD), as amended.	Nov. 5, 2009
	Guide, Planning Process for Developing Emergency and Disaster Plans, AEMEAD, January 31, 2005.	January 31, 2005
Department of Education	Multi-Hazard Emergency Operations Plan (Includes NIMS System).	current
PRSN	Puerto Rico Seismic Network (Red Sísmica de Puerto Rico).	N/A
PRSN	Puerto Rico Tsunami Atlas. San Juan Quadrangle (Puerto Rico State Plane NAD83 Meters) FEMA/UPR Tsunami Flood Study: Inland Limit of Flooding San Juan Quadrangle (NAD27 Degrees). FEMA/UPR Tsunami Flood Study: Inland Limit of	2005
Guide	Flooding. Basic Guide for Establishing a School Seismic Safety Program, Project FPR 181-90, sponsored by the Puerto Rico Foundation.	February 1991.
Guide	Guide for All-Hazard Emergency Operations Planning, SLG-101, 1996.	1996
PR Fire Dept.	Legal Requirements of the Puerto Rico Fire Department. Code	N/A
Law No. 205	Adam Act. Law to establish “Code Adam” for the safety of minors in public buildings.	August 28, 2003
OMMEAD	Preparedness Guide – Evacuation Plan. Municipality of San Juan.	Vers. 2005
UNIVERSIDAD DEL SAGRADO CORAZÓN	Student Regulations.	Sep 2009
	Faculty Manual.	
	Employee Manual.	
	University Residence Halls Manual.	
	Letters, circulars and directives of the Universidad del Sagrado Corazón.	Various

5.0 PROMULGATION AND NOTIFICATION DOCUMENT

The Multi-Hazard Disaster and Emergency Plan was promulgated and reported at a meeting of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** on _____.

UNIVERSIDAD DEL SAGRADO CORAZÓN
President: José Jaime Rivera **Signature**: _____ Date_____
Dean of Administration: José Ricci **Signature**: _____ Date_____
Associate Dean of Administration: Jaime Durand **Signature**: _____ Date_____
Public Information: María Eugenia Madrid **Signature**: _____ Date_____
Associate Dean of Students: Pedro Fraile **Signature**: _____ Date_____
Security Officer: José Lozada **Signature**: _____ Date_____
Residence Halls: Livia Pastrana **Signature**: _____ Date_____

6.0 PLAN DISTRIBUTION RECORD

Page _____ of _____

UNIVERSIDAD DEL SAGRADO CORAZÓN			
Copy	**Date**	**Name**	**Signature**

7.0 PLAN REVIEW / RECORD OF CHANGES

1 A copy of the University's specific Plan and emergency measures should be submitted to the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) for evaluation. The Administration, students, residents, faculty and employees of the institution must be familiar with this Plan.

2 The Plan will be reviewed during the routine inspection by the Fire Department, the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) of the Municipality of San Juan, the State Emergency Management and Disaster Administration Agency (AEMEAD) and any security agency that so requires.

3 The Plan will be maintained and updated by the **Associate Dean of Administration** of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** and made available to the agencies that request it.

4 The Plan will be reviewed and updated periodically. To this end, it will be necessary to review every code, rule, regulation or law that applies to the development of emergency plans and that may regulate alarm systems, fire suppression, emergency exits, etc.

5 The Plan will be reviewed and certified by the Office for Emergency Management and Disaster Administration (OMMEAD) of the Municipality of San Juan, since the University is located in that municipality.

8.0 PLAN REVIEW / RECORD OF CHANGES (Cont.)

Page _____ of _____

UNIVERSIDAD DEL SAGRADO CORAZÓN			
Revision	**Date**	**Description of Change (page, paragraph)**	**Made by:**

8.0 SITUATION

8.1 Identification of the Institution

INSTITUTION		
Name	**Universidad del Sagrado Corazón**	
Code	**Scholarships**	**003937**
	“College Board”	**0913**
Mailing Address	**Universidad del Sagrado Corazón** **PO Box 12383** **San Juan, PR 00914-0383**	
Physical Address	**Calle Rosales corner of San Antonio** **Santurce** **San Juan, PR 00914**	
Telephone/Fax	**Switchboard: 787.728.1515**	
E-mail Address	**www.sagrado.edu**	

8.0 SITUATION (Cont.)

8.2 Approximate University Population

<table>
<tr><td colspan="2" rowspan="2">Total Students</td><td>Day Evening Male</td><td>4,837</td><td rowspan="2">6,335</td></tr>
<tr><td></td><td>1,498</td></tr>
<tr><td colspan="2" rowspan="2">Students in Residence Halls</td><td></td><td colspan="2">160</td></tr>
<tr><td>Female</td><td colspan="2">314</td></tr>
<tr><td colspan="3">Students and Persons with Disabilities</td><td colspan="2">229</td></tr>
<tr><td rowspan="2">Residence Halls: Students who requested reasonable accommodation services (disabilities)</td><td>Male (Mobility)</td><td colspan="2">3</td></tr>
<tr><td>Female (Mobility)</td><td colspan="2">2</td></tr>
<tr><td colspan="3">Faculty</td><td colspan="2">424</td></tr>
<tr><td colspan="3">University Employees</td><td colspan="2">302</td></tr>
<tr><td colspan="3">Security Company Employees</td><td colspan="2">38</td></tr>
<tr><td colspan="3">Approximate total during peak attendance hours (including average number of visitors)</td><td colspan="2">Monday to Thursday from 9:00 am to 1:00 pm</td></tr>
</table>

8.0 SITUATION (Cont.)

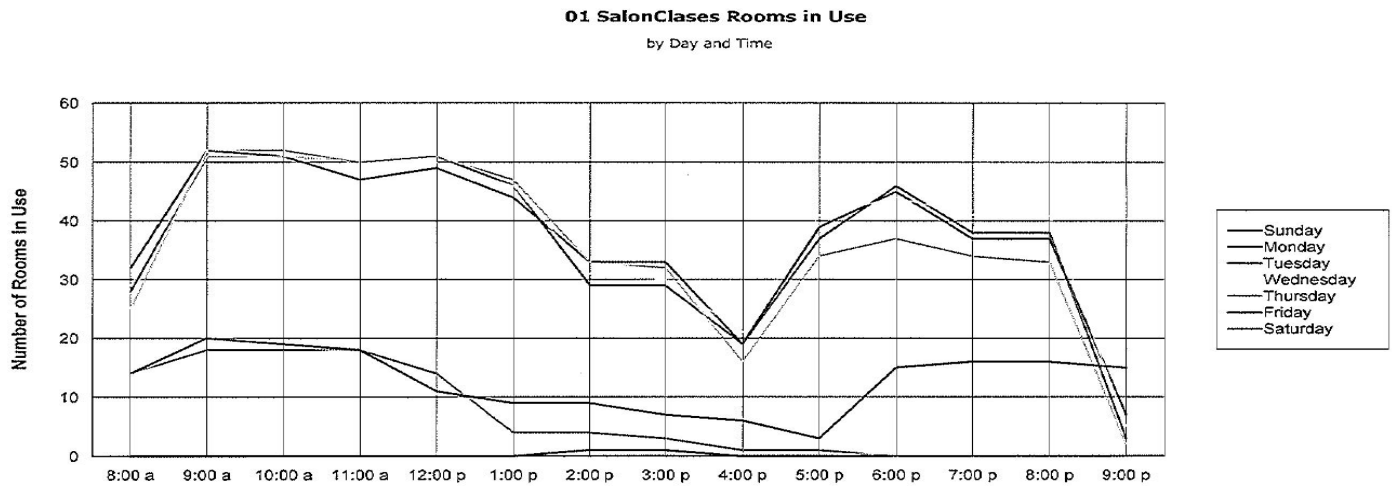
8.3 Classroom Occupancy Table

ASTRA SCHEDULE

01 SalonClases: Percent of Rooms in Use by Day and Time 4/17/2013 2:21PM

Number of Rooms: 53 For all sections and events occurring 8/20/2012 - 12/21/2012

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	9:00 PM
Sunday	0%	0%	0%	0%	0%	0%	2%	2%	0%	0%	0%	0%	0%	0%
Monday	53%	96%	96%	89%	92%	83%	62%	62%	36%	74%	85%	70%	70%	13%
Tuesday	60%	98%	96%	94%	96%	87%	55%	55%	36%	70%	87%	72%	72%	6%
Wednesday	55%	96%	96%	94%	94%	87%	58%	57%	40%	77%	83%	77%	77%	9%
Thursday	47%	98%	98%	94%	96%	89%	62%	60%	30%	64%	70%	64%	62%	4%
Friday	26%	38%	36%	34%	21%	17%	17%	13%	11%	6%	28%	30%	30%	28%
Saturday	26%	34%	34%	34%	26%	8%	8%	6%	2%	2%	0%	0%	0%	0%



8.0 SITUATION (Cont.)

8.4 Peak University Attendance Hours

The highest attendance, based on classroom occupancy, is Monday to Thursday from 9:00 to 13:00.

8.5 Risks and Hazards

The **UNIVERSIDAD DEL SAGRADO CORAZÓN** is exposed to different types of risks and hazards, which are considered to have a high potential to adversely affect normal activity and cause property damage, as well as loss of life among faculty, residents, students, employees and/or visitors.

Natural risks and disasters include hurricanes, tropical storms, floods and earthquakes.

There are other natural or man-made risks or hazards to which the **UNIVERSIDAD DEL SAGRADO CORAZÓN** could be exposed. Such risks include: fires, power failures, construction defects, hazardous materials handling, gas leaks, bee attacks, environmental contamination, bomb/explosive device threats, riots and accidents that threaten public safety. Hazardous or flammable materials could pose a risk if stored in areas not permitted or designated for that purpose.

Chemical products or products vulnerable to fire must be placed in the areas permitted and authorized for their use and storage. The gas tanks are located outside the classrooms and are properly identified with the respective labels and safety measures.

8.6 Type of Construction

The **UNIVERSIDAD DEL SAGRADO CORAZÓN** is an educational institution consisting of twelve (12) structures/buildings built of concrete, cement blocks and steel, with the exception of the Indoor Court, which is made of concrete, cement and structural steel.

All areas will be identified in this Plan.

The buildings are prepared to withstand fire and earthquake situations, but may be vulnerable if the incident or event is of great magnitude.

9.0 ASSUMPTIONS

To compensate for the lack of known factors, it is necessary that:

9.1 Knowledge of the Plan

The Administration of the **UNIVERSIDAD DEL SAGRADO CORAZÓN**, through the Incident Command System (ICS) Management and the Committee designated for Disaster and Emergency Management, and all the persons who make up the Volunteer Group, recognize their responsibility to protect lives and property.

The Incident Command System Management of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** understands that it has available the human resources and equipment necessary to respond to an emergency and carry out the actions contemplated in this Plan.

The Incident Command System Management of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** is aware of the actions contemplated in this Plan and that it will be tested through exercises and drills to determine its effectiveness.

9.2 Notification of the Plan

It is assumed that each person related to the Incident Command System (ICS) and the Committee designated for Emergency Management has reviewed and is familiar with this Plan after it has been certified.

9.3 Related Entities

It is assumed that other entities (Municipal Office for Emergency Management and Disaster Administration, Puerto Rico Police, Fire Department, Emergency Medical Services and other Security Agencies) will come to assist in the event of an emergency requiring an evacuation operation, and that the Plan will be accessible.

9.4 Disaster and Emergency Management Committee

It is assumed that the management of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** has chosen the persons participating in the Incident Command System and that they will be trained and oriented to operate in emergency situations.

9.5 Emergency Management Committee Training

It is assumed that the Emergency Management Committee will be properly trained in the basic emergency management courses (CERT Program). **REFER TO SECTION 20.0** of this Plan.

9.0 ASSUMPTIONS (Cont.)

9.6 Volunteer Training

It is assumed that the other persons acting as volunteers will receive a minimum of training from the Incident Command System of the **UNIVERSIDAD DEL SAGRADO CORAZÓN**. **REFER TO SECTION 20.0** of this Plan.

9.7 Water and Power Rationing

It is assumed that the Water and Power Rationing plan of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** will be established by the Incident Command System as soon as the relevant authorities report the severity of the emergency.

9.8 Emergency Signage

It is assumed that the exits and evacuation routes will be signposted and identified. During the preparation and development of this Multi-Hazard Disaster and Emergency Plan, several walkdowns were conducted through the University facilities to inspect these signs.

A record has been completed of the signs that must be replaced and the areas where new ones must be installed, as well as of the flow arrows and area signage to be installed.

A purchase order for the acquisition of these materials has been placed. Installation will proceed during the implementation of this Plan.

9.9 Alerts and Warnings

It is assumed that, depending on the type of emergency, those present at the **UNIVERSIDAD DEL SAGRADO CORAZÓN** at that time will be notified so that they take the necessary action as established in the Plan.

REFER TO SECTION 31.0 of this Plan

9.10 Location of the Evacuation Plan

It is assumed that the evacuation plan is posted in each hallway and on the different floors of the structure. Each building has its own Evacuation Routes. **REFER TO SECTION 25.0** of this Plan to determine building and floor.

The Residence Halls have their own Multi-Hazard Disaster and Emergency Plan. **REFER TO SECTION 39.0** of this Plan for their Evacuation Routes.

For the Evacuation Route of the Senior Sisters' Residence **REFER TO SECTION 41.0** of this Plan.

9.0 ASSUMPTIONS (Cont.)

9.11 Execution of the Evacuation Plan

Before putting the Plan into effect, the Incident Command System and the Emergency Management Committee will identify, train and coach a group of people to assist in the evacuation in an orderly and safe manner.

At least once a year, the Faculty and employees of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** will review the Plan and practice its content through exercises.

This Plan must be updated once a year, and the actions contemplated in it must be discussed at a meeting of the Administration, faculty, students and employees; in addition, it must be tested through exercises and drills to determine its effectiveness. All training will be documented in writing and included in the related part of this Plan

9.12 Changes to the Disaster and Emergency Plan

It is assumed that changes to the Plan will be included in **SECTION 7.0** of this Plan.

10.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT

10.1 General

In the event of an emergency or disaster, those present at the **UNIVERSIDAD DEL SAGRADO CORAZÓN** must act in an orderly manner in the activities required before, during and after the incident.

Each member of the administration, faculty member, student and employee will be assigned specific tasks. Likewise, response organizations from agencies, industry, commerce and private entities will be integrated and assigned responsibilities according to the needs and resources available.

Any event that interrupts the normal operations of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** will be reported as follows:

1) **Associate Dean of Administration** as the **Officer in Charge** in the **Incident Command System,** who will then notify:
    a) University President.
    b) **Emergency Operations Officer**.
    c) **Other members of the Incident Command System**.

If the magnitude of the disaster exceeds the capacity and resources of the **UNIVERSIDAD DEL SAGRADO CORAZÓN**, support will be requested from municipal, government and other entities through the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) of San Juan.

Daily activities or functions that are directly related to the emergency will be suspended for as long as necessary.

Daily activities or functions that are not directly related to the emergency will continue to be offered, if possible, by University Administration personnel, ensuring Continuity of Operations.

The available personnel, materials and equipment will be used to support the Incident Command System contemplated in this Plan.

The responsibilities, actions and sequence of events in the development of the emergency will be covered in detail in the annexes, appendices and operating procedures.

10.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT

(Cont.)

10.2 Mitigation

This stage seeks to prepare the areas surrounding the grounds and structures in order to eliminate or reduce the chances of losses, damage or misfortune, as well as to reduce the effects of unavoidable disasters when they occur.

For each emergency included in this Plan, the measures to be taken to eliminate or reduce the adverse effects of the incident are specified, such as:

a) Placement of fire extinguishers in different areas of the institution; they will be used by trained personnel.

b) First aid kits and safety backpacks.

c) The Administration plans to acquire an alert system to cover each individual building and the University as a whole.

d) Access areas to the institution will be controlled more rigorously and the level of the surveillance system will be raised.

e) Adequate signage indicating emergency exits.

f) Identification of exit routes and vulnerable points.

g) Installation of storm shutters where applicable.

h) Anchoring of equipment.

i) Cleaning of drains.

10.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT (Cont.)

10.3 Preparedness

Selected Personnel of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** must participate in activities to develop the necessary capacity in case of emergency.

These activities include planning, training, orientation, discussion of the Plan, organization of the **Incident Command System** (**Emergency Management Committee**), **Volunteer Groups**, identification of evacuation routes, drills, and placement of fire suppression systems, among others.

During this phase, the efforts of the Multi-Hazard Emergency Operations Plan are organized, directed, coordinated, controlled and evaluated in order to save lives and property. Through this process, the possible risks and needs, and how to address them, are analyzed.

a) **"YOU ARE HERE" (EVACUATION ROUTE)** maps are posted in visible places in different areas of the University to identify emergency exits and evacuation routes.

b) Seminars and workshops will be coordinated for the administration, faculty, students and employees, and consulting will be provided for all types of personnel.

c) Through the Orientation Program, and with external resources, talks and seminars will be offered for visitors.

d) Scheduling of practice exercises and/or drills on how to act in emergencies.

e) It is verified that personnel are trained in first aid, use of fire extinguishers and safety measures. Orientations for personnel can be coordinated annually using resources from the Municipal Office for Emergency Management and Disaster Administration - CERT Training and the Fire Department.

f) Information is provided about the **Incident Command System** and its working groups.

g) Equipment, materials and other items are reviewed so that the emergency groups can carry out their activities.

10.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT (Cont.)

10.4 Response

For each emergency included in this Plan, the activities to be carried out immediately after the incident occurs are specified, in order to help reduce damage and casualties and accelerate recovery.

These activities include methods of communication between the Incident Command System or Disaster and Emergency Management Committee and those present (residents, students, employees, visitors and contractors), equipment to be used for moving people, and alternate routes (if any), among others.

a) The Officer in Charge of the Incident Command System will order the activation of the Security Officer through the Operations Officer. Activated personnel will meet at the Emergency Operations Center (EOC).

b) To announce an emergency exercise or drill, a communication will be sent or all personnel will be informed at a meeting. In the case of a real emergency, the alarm or alert system will be activated to indicate the appropriate protocol to follow. **REFER TO SECTION 31.0** of this Plan.

c) In the event of a power outage or failure in the electrical service, the emergency will be reported to the **Emergency Officer in Charge** or designee. The designated personnel will announce **"EMERGENCY, PROTOCOL FOR (depending on the emergency)** to give the warning.

d) The procedure to be followed for the orderly evacuation, relocation to previously identified safe areas and the instruction to return to the areas will be established by the **Officer in Charge** or designee through the **Operations Officer** or designee.

e) If an **EVACUATION** is ordered, each faculty member teaching a group of students will remain with them and will be responsible for them at that moment (now), during and after the evacuation to the safety areas.

f) If the situation warrants sending people home, the pertinent instructions will be given and the **Information and Liaison Officer** will proceed with the communications.

11.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT

(Cont.)

10.5 Recovery

For each emergency included in this Plan, the activities to be carried out for the University to return to normal are specified. This applies both in the short term, to provide services and meet basic needs, and in the long term, to repair damage and make improvements that prevent or reduce the effects of future events.

a) An assessment of the damage will be made, with photos and videos if possible, when doing so does not involve any danger.

b) It will be determined when the physical plant can be rehabilitated if it has suffered damage.

c) The causes of the emergency and the factors that may have contributed to increasing it will be determined.

d) The probable date for resuming work will be determined, according to the instructions of the Municipal Office for Emergency Management and Disaster Administration (OMMEAD), the Fire Department, Police, Government or the National Weather Service, as the case may be. Personnel and students will be notified in a timely manner.

10.0 CONCEPT OF OPERATIONS AND PREPAREDNESS FOR EMERGENCY MANAGEMENT (Cont.)

10.6 Plan Development and Maintenance

The **Emergency Officer in Charge** and the members of the **Incident Command System** (Disaster and Emergency Management Committee) of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** will be responsible for the implementation of this Plan and for the updating, notification, orientation and training of its members and other personnel who have been assigned functions and responsibilities within this Plan. This Plan establishes the policy of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** regarding its preparation and maintenance, as well as its periodic testing through exercises.

The **Emergency Officer in Charge** is responsible for updating and maintaining this Multi-Hazard Disaster and Emergency Plan and for orienting residents, students, faculty, employees, visitors and contractors on the grounds about it.

The **Public Information Officer** is responsible for announcing and communicating the Plan so that it is known by residents, students, faculty, employees and visitors, and primarily by the personnel who have functions during an emergency.

NOTE: IT IS NECESSARY TO UPDATE AND FOLLOW UP ON THE PLAN AFTER ITS IMPLEMENTATION. IT IS IMPORTANT TO MAINTAIN A HIGH LEVEL OF COMMITMENT TO THE PLAN AND NOT TO DEVELOP AN ENVIRONMENT OF COMPLACENCY.

Safety in the face of incidents and the updating of the Multi-Hazard Disaster and Emergency Plan should be discussed at Faculty meetings. This will provide excellent opportunities to evaluate progress, point out areas that require improvement and reinforce the role played by the **Incident Command System** (Emergency Management Committee).

The **Emergency Officer in Charge** will be responsible for coordinating training with the **Operations Officer** for those whose functions and responsibilities are vital to the execution of the Plan, and will coordinate the evaluation of the plan through drills or exercises.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS

The **Universidad del Sagrado Corazón** is located on approximately thirty-two (32) acres of land in Santurce, Puerto Rico, bordered to the south by San Antonio Street, to the east by Sagrado Corazón, Del Valle and San José Streets, to the west by Bouret Street and to the north by Eduardo Conde Avenue.

The campus consists of twelve (12) buildings, including the Sagrado Corazón Building (declared a National Monument for its classical architecture), which houses the Administration Department, the Main Chapel and the Mater Chapel; the Santa Magdalena Sofía Barat (North and South) and San Miguel classroom buildings; the San José student services building; the Madre María Teresa de Guevara library; the Mater Admirabilis women's residence hall (two towers); the men's residence hall; the Emilio S. Belaval theater; a Preschool Center; the Residence of the Senior Sisters of the Sacred Heart; and the Juan Pablo II Student Center and Sports Complex, which houses the cafeteria and a store selling various items.

Academic activities take place in approximately seventy (70) classrooms, twenty-four (24) specialized laboratories, eight (8) art studios, three (3) television studios, one (1) radio studio, several tutoring rooms, eleven (11) group study rooms, ten (10) editing rooms, one (1) theater, one (1) photography studio, two (2) gymnasiums, one (1) multipurpose sports court (basketball, volleyball), one (1) soccer field, a martial arts room, one (1) library and one (1) computer center.

The University also owns several properties adjacent to the campus.

In addition, the University has 1,330 parking spaces for faculty, administration, visitors and students, controlled 24 hours a day, every day, by security company personnel.

The entrances/exits are located on San Antonio Street at the corner of Rosales Street, which is the main gate (south), and on Eduardo Conde Avenue (to the north).

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.1 Description

Sagrado Corazón Building

Four (4) level building (Floor B and Floors 1, 2, 3).

Floor B houses the Alumni Association, the Print Center, Institutional Services, the Marketing and Promotion and Admissions offices of Enrollment Planning and Management, and TeleSagrado.

Floor 1 houses the Main Chapel, the Mater Chapel, the Comptroller's Office (Finance and Budget), the Dean of Administration's Office (Purchasing, Mail, Human Resources, Security), the Dean of Academic Affairs' Office, the Dean of Undergraduate Academic Affairs, the Office of the President, the Board of Trustees, the Portico and the Sagrado Corazón Rotunda.

Floor 2 houses the Dean of Development's Office (FEE Scholarships, Alumnae), External Resources, Public Relations and the Information Resources Center.

Floor 3 houses the Biology Learning Resource Center (CRAB) and the Science Technology Engineering Mathematics Education (STEMmED Program)

Santa Magdalena Sofía Barat Building - North

Four (4) level building with elevator (Floor 2 to Floor 5).

Floor 2 houses the Communication Center and the Center for Languages and Cultures, the Student Council and the Pepín Méndez Gallery, the Department of Education, IPEDCo (Institute for Educational Policy and Community Development), the LAD Project (Language Development Across Disciplines), a cafeteria and classrooms BN 223-244.

Floor 3 houses the Communication Center, the Associate Dean of Graduate Studies' Office, the Department of Business Administration, the Department of Communication, the Nursing Laboratory, Student Services, and Evening and Saturday Services. It includes classrooms BN 317-322. **Floor 4** houses the Department of Humanistic and Social Studies, the Photography Laboratory and the Nursing Program, and classrooms BN 401-408. **Floor 5** houses INIPRODEH (Legislation and Human Rights) and classrooms BN 501-511.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.1 Description (Cont.)

Santa Magdalena Sofía Barat Building - South

Four (4) level building with elevator (under construction) (Floor B, Floors 1, 2, 3).

Floor B is occupied by the CAP (Professional Training Center).

Floor 1 houses the Press Freedom Center, the Job Training Center, the Community Engagement Center, ConectaRSE (Corporate Social Responsibility Center), the Art Gallery, the Women's Business Institute, the Sculpture Garden, the Arts Pavilion, the Arts Courtyard, Art Workshops and classrooms BS 107-113.

Floor 2 houses the Cafeteria, the Technology Support Unit (CEDTEC), the Faculty Lounge, Art Workshops and classrooms BS 203-222.

Floor 3 houses the Association of Public Relations Professionals, the Santa Magdalena Sofía Barat Chapel, the Bookstore, the Radio Museum, the Experimental Theater and classrooms BS 303-315.

San Miguel Building

Three (3) level building with elevator (Floors 1, 2, 3)

Floor 1 houses the Madre María Teresa Guevara Library (Historical Archive, Puerto Rican Collection, Circulation and Reserve, Conference Room (Library Floor B), Periodicals Room (Library Floor 2), Information and Research Room). The Academic Computer Center Laboratories are also located here.

Floor 2 houses the Department of Natural Sciences: Bachelor of General Natural Sciences, Biology Program, Computer Science Program, Nursing Program, Mathematics Program, STEMmED Program (Science Technology Engineering Mathematics Education) and the Chemistry Program. Classrooms SM 201-216 are also located here.

Floor 3 includes the Natural Sciences Laboratories: Biology, Cell Biology, Biotechnology, Physics, Microbiology, Zoology and Chemistry, as well as classrooms SM 301-320.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.1 Description (Cont.)

San José Building

Two (2) story building.

Floor 1 houses the Associate Dean of Student Affairs' Office: Athletic and Recreational Activities, Integrated Assistance (ASI), Student Service Center, Job Training Center, Personal Development Center, Student Council, Alumni, Student Support Program: Counseling and Teaching (Floor 2), Exchange Program, Student Ombudsman, University Life Integration Program, Retention Program, Student Residence Halls, Evening and Saturday Services, Upward Bound.

Floor 2 houses the Registrar and the Student Support Program – Teaching. It includes classrooms SJ 202-211

Juan Pablo II Student Center

Three (3) story building.

Floor 1 houses the Olympic swimming pool, the gymnasiums, the martial arts room (Judo and Aikido), the multipurpose sports court (basketball, volleyball), the cafeteria and the “Tiendita” (store selling various items).

Floor 2 houses the Personal Development Center (La Red, Americorps), the Mail Room, the Indoor Walking Area, First Aid, the Physical Education Program and the Game Room. Classrooms CE 206-208 are located here.

Floor 3 houses the tennis courts.

Emilio S. Belaval Theater

Two (2) level building.

It is located at the Bamboo Garden Rotunda, next to the San Miguel Building.

It is used for theater performances and activities scheduled by the University.

It has a capacity of 320 people.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.1 Description (Cont.)

Mater Admirabilis Women's Residence Hall

It consists of two (2) five-story buildings (Tower A and Tower B) made of reinforced concrete and cement blocks.

The Mater Admirabilis Women's Residence Hall consists of one hundred seventy-seven (177) double rooms and three (3) single rooms, for a total of three hundred fifty-seven (357) beds. At the time this Plan was prepared and developed, there were three hundred fourteen (314) residents.

The structure has one (1) elevator in Tower A with a capacity of fourteen (14) people or 2,100 pounds, and two (2) elevators in Tower B with a capacity of sixteen (16) people or 2,500 pounds. Each Tower has two emergency stairways from the fifth (5th) floor to the ground floor, with exits to the north and south. The residence hall has its own independent Evacuation Plan, which is integrated into this Multi-Hazard Disaster and Emergency Plan in case of a major emergency. An **Emergency Management Committee** has been established in the Residence Halls (together with the men's residence hall) to address any type of event that prevents normal operations in the buildings.

This **Emergency Management Committee** will be in charge of decision-making at the time of an emergency. **REFER TO Section 39.0** of this Plan for the composition of this Committee.

Men's Residence Hall

It is a five (5) story structure with two (2) emergency stairways.

The Men's Residence Hall consists of one hundred (100) rooms, divided into villas with two and three rooms. At the time this Plan was prepared, there were one hundred sixty (160) residents.

The building has two (2) elevators with a capacity of 16 people or 2,500 pounds and a freight elevator with a capacity of fourteen (14) people or 2,100 pounds.

REFER TO SECTION 39.0 of this Plan for the composition of the **Emergency Management Committee** of this building.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.1 Description (Cont.)

Senior Sisters' Residence

Two (2) story building with elevator.

At the time this Plan was prepared, there were seventeen (17) Religious Sisters of the Sacred Heart, and twelve (12) people including maintenance staff and nurses on rotating shifts, an administrator and two (2) kitchen employees. **Floor 1** houses the Reception area, the Chapel, the cafeteria, and rooms around an inner courtyard. It has two (2) emergency stairways located at the south and north of the structure. This floor has two emergency exits located at the southwest and northwest of the structure.

Around the ground floor there is an emergency electric generator and a water distribution system, described in **SECTION 41.0** of this Plan.

Floor 2 houses bedrooms and offices, with a terrace occupying the west side of the structure. It has two emergency stairways located at the south and north of the floor.

During the implementation of the Plan, emergency exit signs and Evacuation Routes will be installed.

Cooperative Preschool Center

Located on the east side of the campus grounds, at the time this Plan was prepared and developed it had an enrollment of 28 children.

During the preparation of this Plan we were informed that an Evacuation Plan for the Center was being developed. When that Plan is completed, it will be incorporated into the Multi-Hazard Disaster and Emergency Plan of the Universidad del Sagrado Corazón.

Security Office

One (1) story building located to the left of the main entrance on San Antonio Street at the corner of Rosales Street, to the south of the University.

It houses the Office of the Security Captain and is where the Security Officers in charge of the surveillance and protection of the university campus report.

11.0 IDENTIFICATION AND DESCRIPTION OF AREAS (Cont.)

11.2 Designated Safety Area

The **Primary Designated Safety Area** in case of evacuation of the **Universidad del Sagrado Corazón** is located at the **Pope John Paul II Student Center** (Sports Complex)

The **Secondary Designated Safety Area** in case of evacuation of the Universidad del Sagrado Corazón, if conditions allow, is located at the **soccer field**.

The **Designated Safety Area** in case of evacuation of the **Women's Residence Halls** is located in Parking Lot 8 (Parking 8)

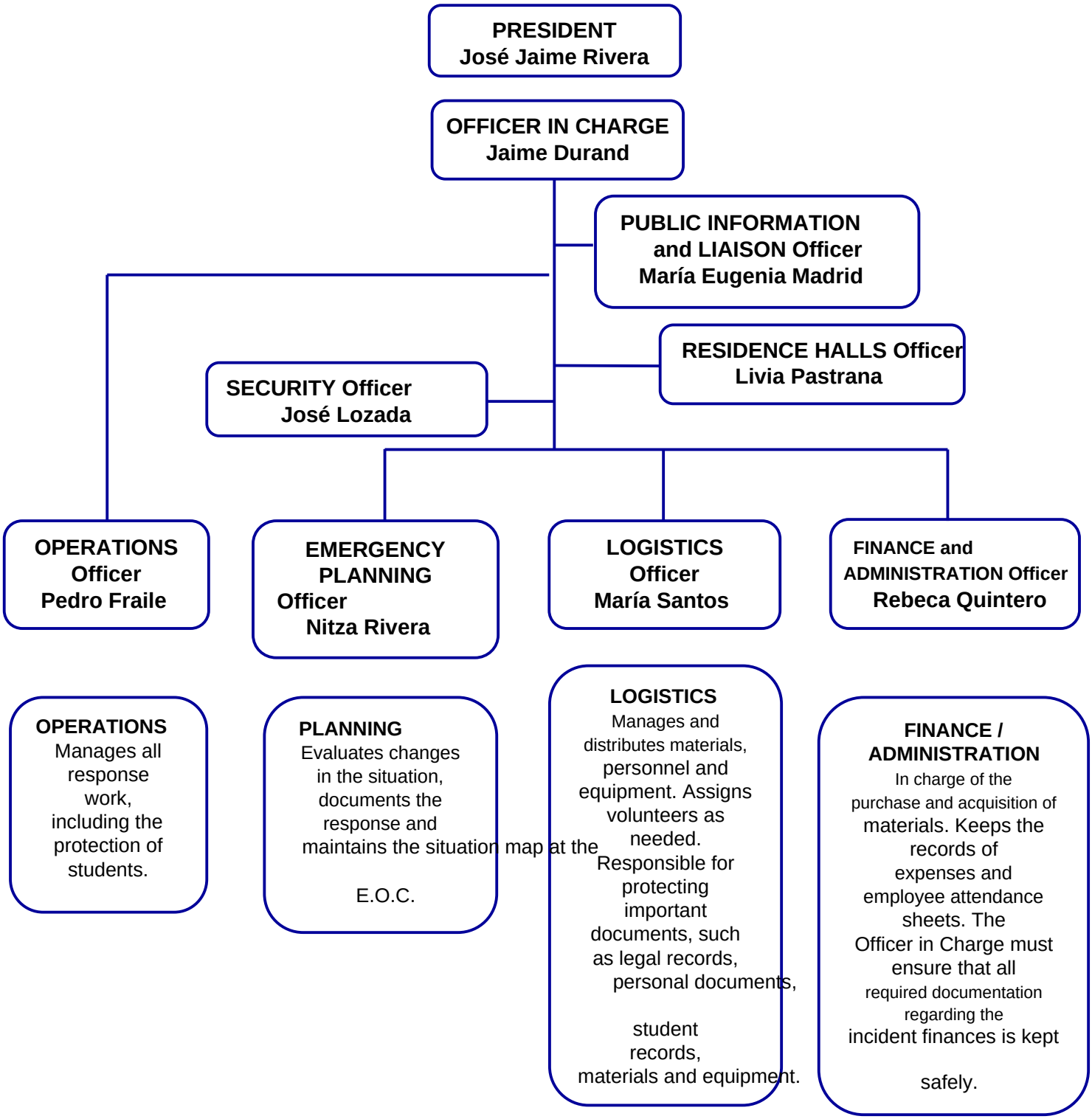
The **Primary Designated Safety Area** in case of evacuation of the **Men's Residence Hall** is located at the **Pope John Paul II Student Center** (Sports Complex)

The **Primary Designated Safety Area** in case of evacuation of the **Preschool Center** and the **Senior Sisters' Residence** is located at the **Pope John Paul II Student Center** (Sports Complex)

In case of evacuation, those present must go to the designated safety area, where the Officers of the different groups and the Volunteer staff and Monitors on duty will carry out the head count.

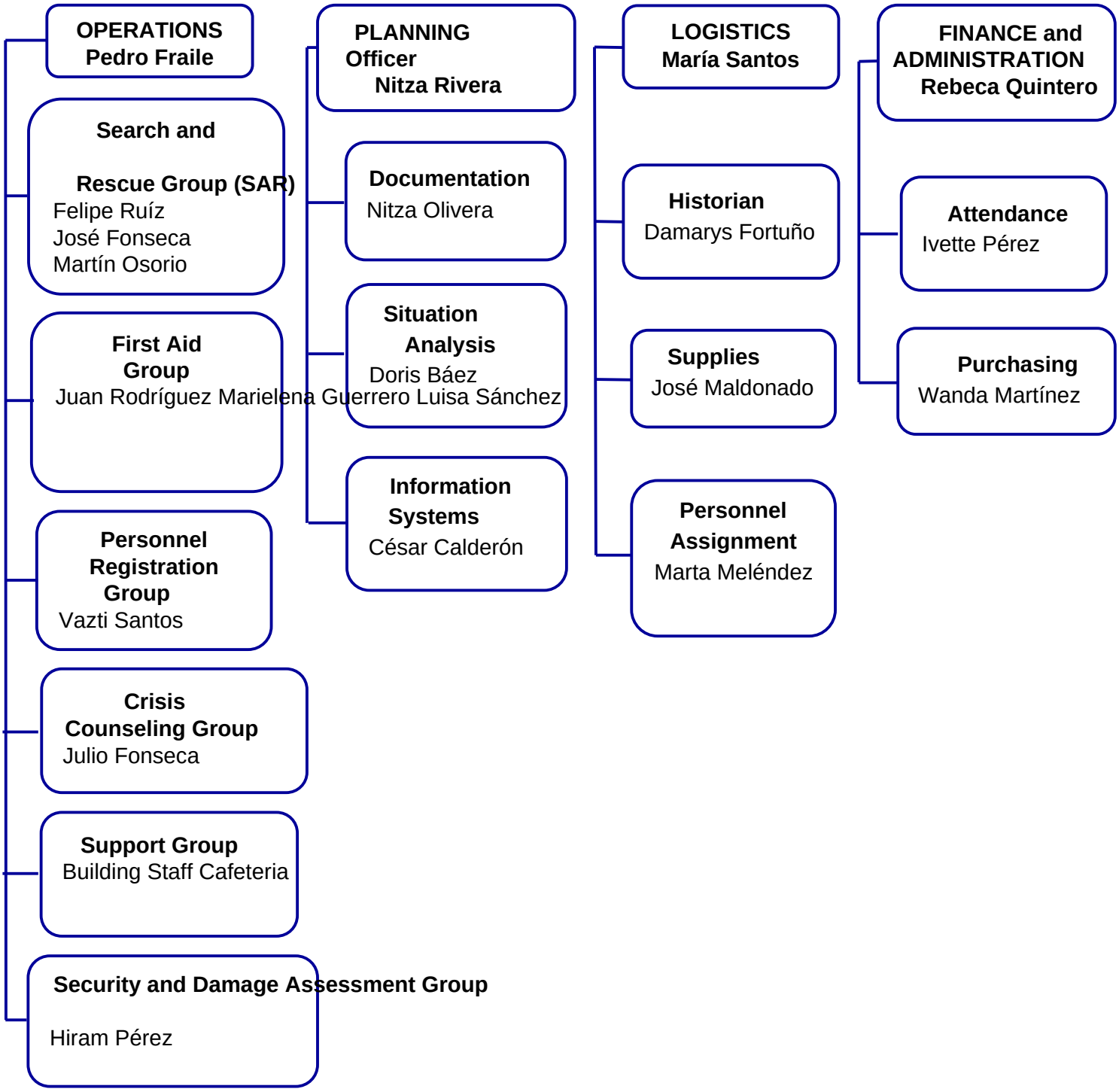
12.0 ORGANIZATION AND ASSIGNMENT OF EMERGENCY RESPONSIBILITIES

Emergency Operations Plan/Incident Command System (ICS)
Emergency Operations Center (EOC - Includes NIMS)



12.0 ORGANIZATION AND ASSIGNMENT OF EMERGENCY RESPONSIBILITIES (Cont.)

Emergency Operations Plan/Incident Command System (ICS)
Emergency Operations Center (EOC - Includes NIMS)



13.0 INCIDENT COMMAND SYSTEM (ICS)

It is an integrated organizational chart model to address any type of incident that may disrupt the normal operation of activities.

- It is activated during real situations as well as exercises and/or drills. It is established following the **Incident Command System** (ICS) as a guide, as required by NIMS, and is made up of seven (7) management working groups under the command of the **Emergency Officer in Charge**. These groups are part of the **Emergency Operations Center (EOC) Executive Group** and are described below. The groups must be formed
- by the start of the school year, ensuring that they are trained and prepared for the eventuality of a natural or man-made emergency or disaster.

- The **UNIVERSIDAD DEL SAGRADO CORAZÓN** has chosen the **ICS Incident Command System Management** (**Disaster and Emergency Management Committee**), which must be trained and oriented to operate in emergency situations.

14.0 EXECUTIVE GROUP - EMERGENCY OPERATIONS CENTER (EOC)

14.1 Emergency Officer in Charge

- Responsible for establishing and directing the **Incident Command System**.
- Responsible for the development and updating of the Plan.
- Responsible for all activities in the event of an incident at the University. Will presumably determine which activities must be carried out.
- Will activate the necessary **Incident Command System** personnel.
- All incidents will be reported to this Officer, who will receive all information from the members of the **Incident Command System Management**. Responsible for
- coordinating periodic drills of the Plan.
- Will take the pertinent actions based on the information received and communicate them to the different members of the **Incident Command System**.

- Will determine the schedule of the Emergency Groups.
- Within 24 hours after the emergency, will meet with the entities involved in the emergency to discuss what happened and to document the details in writing and with photographs and videos if possible.

14.2 Public Information and Liaison Officer

- Works directly with and communicates the decisions made by the **Officer in Charge**.
- Serves as liaison between the **Officer in Charge** and the other members of the Management Group. If the **Officer in Charge** is not at the Emergency Operations Center, this Officer is in charge of coordinating the EOC and the group leaders.
- Responsible for coordinating EOC meetings and visits by external resources (AEMEAD, OMMEAD, Police, Fire Department, American Red Cross). **Solely**
- **responsible** for transmitting information regarding the University to external entities, the Municipal Office, the Fire Department, the media, parents/guardians, etc.
- The information transmitted will be prioritized as follows: (1) Threat to Life, (2) Threat to Property, (3) Non-Emergency.
- Responsible for notifying emergency personnel, employees, students, residents, visitors and workers at the time of the emergency.

14.0 EMERGENCY OPERATIONS CENTER (EOC) EXECUTIVE GROUP (Cont.)

14.3 Emergency Operations Officer

- **Second** in the Chain of Command after the **Officer in Charge**.
- Reports directly to the **Officer in Charge** and assumes the latter's responsibilities in his absence.
- Responsible for the functionality of this Multi-Hazard Disaster and Emergency Plan during exercises and/or a real emergency.
- All incidents will be reported to this Officer, who will direct search and rescue operations if the situation requires it.
- Manages all response work, including the protection of students, faculty and employees.
- Transmits orders and instructions to the field response groups:
  a) **Search and Rescue Group (SAR)**
  b) **First Aid Group**
  c) **Personnel Registration Group** (in combination with the **Security Officer**)
  d) **Crisis Counseling Group**
  e) **Support Group**
  f) **Security and Damage Assessment Group**
- Responsible for the proper use of the necessary protective equipment by members of the University.
- Will meet with external emergency response teams (police, firefighters, emergency medical technicians) once they arrive at the scene

14.0 EMERGENCY OPERATIONS CENTER (EOC) EXECUTIVE GROUP (Cont.)

14.4 Residence Halls Officer

- Responsible for establishing and directing the **Emergency Management Committee** in the Residence Halls.
- Responsible for the development and updating of the Multi-Hazard Emergency Management Plan of the Residence Halls.
- Responsible for the training (CERT, use of extinguishers, CPR, others) of the **Floor Leaders** in the Residence Halls.
- Responsible for all activities in the event of an incident in the University Residence Halls. Will presumably determine which activities must be carried out.
- Will report all actions taken at the time of an incident in the Residence Halls to the University's **Emergency Officer in Charge**.
- Will activate the necessary personnel of the Residence Halls Emergency Management Committee.
- All incidents within the Residence Halls will be reported to this Officer, who will receive all information from the members of the Residence Halls Emergency Management Committee.
- Will keep a record of the people in the Residence Halls, those who are inside and those who leave.
- Will be responsible for designating personnel to lead people to the Designated Safety Area.
- Will take the pertinent actions based on the information received and communicate them to the different members of the Emergency Management Committee. Will
- determine the schedule of the Emergency Groups.
- If the size of the Emergency is considered to exceed available resources, must inform the **Emergency Officer in Charge** so that the University's **Incident Command System** is activated.

14.0 EMERGENCY OPERATIONS CENTER (EOC) EXECUTIVE GROUP (Cont.)

14.5 Security Officer

- Reports directly to the **Emergency Officer in Charge** and assumes the responsibilities of the **Operations Officer** in the latter's absence. Responsible for
- ensuring that all operations of the Security group are carried out in a safe environment.
- Responsible for establishing a perimeter around the affected area or areas.
- Responsible for maintaining order within the University.
- All incidents related to University Security will be reported to this Officer, who will communicate them to the **Emergency Officer in Charge**.
- Will assist, and in some cases direct, search and rescue operations if the situation requires it
- Responsible for determining the personnel who will accompany the **Security and Damage Assessment Group** (**Operations**) to review and inspect the condition of electrical cables, gas tanks, water faucets, pipes, shut-off valves, extinguishers and University areas in general to prevent accidents.
- All incidents will be reported to this Officer, who will assist search and rescue operations if the situation requires it. Responsible for inspecting the Designated Safety Areas and determining their use before and after an emergency.

- Will keep a record of people leaving the University during an incident. Will report if any person is not present or potentially missing and the possibility that the person is still inside the University.
- Will inform the **Operations Officer** of potential or dangerous situations in the structures, people who may still be in any of the buildings during a fire, areas that are not completely safe, or other known dangerous situations.

14.0 EMERGENCY OPERATIONS CENTER (EOC) EXECUTIVE GROUP (Cont.)

14.6 Emergency Planning Officer

- Will assist the **Emergency Officer in Charge** and the **Operations Officer** in general planning and in the allocation of resources.
- Responsible for the groups that evaluate changes in the situation, document the response and maintain the situation map at the E.O.C.
- Responsible for ensuring that the University's Information Systems remain operational.
- Responsible for sending external communications approved by the **Communications and Liaison Officer**.
- Group under this Officer's charge:
  - **Documentation Staff**
    - Responsible for organizing and classifying all documentation generated by the Emergency.
  - **Situation Analysis Staff**
    - Responsible for evaluating conditions before, during and after the Emergency and presenting mitigation and response alternatives to the **Planning Officer**.
  - **Communication System Staff**
    - Responsible for keeping the Communications System operating during the Emergency.

14.7 Logistics Officer

- Responsible for keeping a record of the University's resources, equipment, materials and supplies.
- Manages and distributes materials, personnel and equipment at the request of the **Operations Officer**.
- Responsible for obtaining, facilitating and administering all types of needs to the operational units as determined by the **Operations Officer**.
- Assigns volunteer personnel to the different groups according to needs.
- Will be responsible for protecting documents, legal records, personal documents, student records, materials and equipment.

14.0 EMERGENCY OPERATIONS CENTER (EOC) EXECUTIVE GROUP (Cont.)

14.7 Logistics Officer (Cont.)

- Group under this Officer's charge:
  - **Historian**
    - Responsible for recording and scheduling all activities carried out by the **Incident Command System** from its activation by order of the **Emergency Officer in Charge**.
  - **Supplies**
    - Responsible for receiving, storing and distributing any resource required to manage the Emergency.
  - **Personnel Assignment**
    - Responsible for keeping up to date at all times the information on the people available to be mobilized in case of Emergency.

14.8 Finance and Administration Officer

- Responsible for purchasing and acquiring materials as requested by the **Logistics Officer**.
- Responsible for conducting and updating an economic impact study due to the emergency.
- Responsible for keeping the records of expenses and of personnel attendance during the emergency.
- Responsible for all required documentation regarding the finances of the incident, kept securely.
- Responsible for filing insurance claims and making disbursements to companies performing recovery work.
- Group under this Officer's charge:
  - **Attendance**
    - Responsible for keeping track of the hours worked by personnel performing functions during the Emergency.
  - **Purchasing**
    - Responsible for processing purchases and service contracts.

EXECUTIVE GROUP IN CHARGE OF THE EMERGENCY OPERATIONS CENTER – EOC

EXECUTIVE GROUP IN CHARGE OF THE EMERGENCY OPERATIONS CENTER - EOC **INCIDENT _____ DATE_____**
Officer in Charge: **Signature**: _____Date_____
Operations Officer: **Signature**: _____Date_____
Information and Liaison Officer: **Signature**: _____Date_____
Security Officer: **Signature**: _____Date_____
Planning Officer: **Signature**: _____Date_____
Logistics Officer: **Signature**: _____Date_____
Finance Officer: **Signature**: _____Date_____
Historian: **Signature**: _____Date_____

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES

15.1 Search and Rescue Operational Group – Search and Rescue Team (SAR)

One or more of these groups will be made up of teaching staff, employees, adult students and residents. They will be designated to carry out a preliminary, quick survey of the entire University as quickly as possible. They will provide information on the condition of trapped or injured students or personnel.

The groups must be made up of people trained in search, rescue, first aid, structural damage assessment and use of extinguishers, among others. The efforts of this group will be coordinated with the other groups of the **Operations** section. All of its activities must be reported to the **Operations Officer** at the Emergency Operations Center.

RESPONSIBILITIES

This group will carry out a preliminary, quick survey of all affected University buildings to determine the location of students, faculty and trapped or injured persons. They will report the trapped and injured persons so that rescue can be organized according to their condition, and will assist the First Aid Group in helping the injured. In addition, they must help extinguish fires.

One or more groups of 5 people from among faculty, students, administrative staff or volunteers must be established according to the size of the disaster. **These groups must be made up of adults only**.

Depending on the magnitude of the emergency, Maintenance staff would be part of these groups, given that they must perform other urgent tasks, such as closing University facilities or shutting off utilities that are safe to turn off, among other functions.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.1 Search and Rescue Operational Group – Search and Rescue Team (SAR) (Cont.)

ACTIONS BEFORE (NOW) THE DISASTER:

a) Each group member must be assigned primary responsibilities for search or rescue. This should prevent group members from performing rescue tasks while also continuing to search for other injured persons. Each group must choose its leader and report to that leader.

b) The people who are part of these groups must coordinate with their colleagues so that they are not simultaneously assigned to high-priority roles during the first hours after a disaster.

c) The **Operations Officer** must prepare and maintain a list of neighbors who are trained in search and rescue and who are willing to report to the University after an emergency.

d) The **Operations Officer** must verify the availability of search and rescue supplies and equipment with the group leaders annually.

e) Group members must be trained in search and rescue techniques, first aid and fire suppression.

f) The members of this group and those of **Security and Damage Assessment** must be trained to serve as mutual support or backup teams.

g) Each group must establish a search pattern for the University, according to the assigned area.

h) The **Emergency Officer in Charge** must ensure that fire extinguishers are inspected annually.

ACTIONS DURING THE DISASTER:

a) Complete the evacuation priorities.

b) If you are responsible for students, place them in the care of a person designated by the **Operations Officer.**

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.1 Search and Rescue Operational Group – Search and Rescue Team (SAR)

ACTIONS AFTER THE DISASTER:

a) If the **Incident Command System** was activated before the threat of emergency, the personnel of these groups must collect their equipment and set up at strategic locations determined by the **Operations Officer**.

b) If the **Incident Command System** was not activated before the emergency, members of these groups must report to the supply warehouse to collect their search and rescue equipment.

c) After assessing the safety of the surroundings, the Search and Rescue Operational Group will carry out a preliminary, quick survey of the affected University buildings following a previously established pattern to quickly identify those trapped or injured.

d) After inspecting each affected classroom or area, it must be identified with cards on the doors using the following code:

GREEN = OK

RED = trapped or injured persons.

e) Inspect each classroom visually, vocally and physically as part of the process in classrooms, buildings and structures. Make notes on the cards if other persons are found trapped or injured.

f) Report for the rescue of trapped or injured individuals. The injured must be transported to the first aid area.

g) While inspecting the buildings, the **Search and Rescue Group** must be cautious of obvious structural problems and significant structural damage. It must indicate on the cards placed at the entrance whether the area is safe. If not, entry must be prohibited.

h) Report the number and condition of trapped victims to the **Operations Officer in Charge**. Request additional help as needed.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.1 SEARCH AND RESCUE OPERATIONAL GROUP – SAR TEAM (Cont.)

SEARCH AND RESCUE OPERATIONAL GROUP **INCIDENT _____ DATE_____** **TEAM _____**		
Position	**Name**	**Telephone**
Group Leader		
Substitute Group Leader		
SAR 1		
SAR 2		
SAR 3		
SAR 4		

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.2 First Aid and Location Operational Group

This group must be made up of first aid professionals and people trained in first aid and CPR. It must also provide assistance to the injured and will be responsible for accounting for the injured and the human losses. The efforts of this group must be coordinated with the **Search and Rescue Groups**. All of its activities must be reported to the **Emergency Operations Officer**.

FIRST AID OPERATIONAL GROUP LOCATION	
Immediate Care Area: Delayed	**First Aid CE-203**
Care Area: Crisis Counseling	**Game Room CE-201**
Area:	**Professional Development Center CE-204**

DEFINITIONS AND TREATMENT AREAS	
Triage	Area for classifying the injured. Locate the “triage” at the entrance of the First Aid Station. This area is used to quickly evaluate the severely injured and direct them to the appropriate treatment area.
Immediate Care	For people with life-threatening injuries who require immediate attention, such as difficulty breathing, severe bleeding, major burns and shock. Locate this area out of sight of students and staff, and make sure it is accessible to emergency vehicles.
Delayed Care	For people with injuries that do not require immediate attention within the first hour. These injuries may be lacerations, broken bones, injuries beyond the group's capabilities, and for people who need medication. Locate this care area near the Immediate Care area.
Counseling Group	Mild, moderate and severe anxiety requires special attention in an area segregated and apart from the rest of the first aid areas, because exposure to the sight of injured people could worsen the situation. This area must be out of people's sight to avoid contagious hysteria, which could get out of control.
Morgue	Locate this area out of sight of the students. The area must be distant from food supplies and accessible to emergency vehicles. Use bags or sheets to cover the bodies while they are being transported.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.2 First Aid Operational Group (Cont.)

RESPONSIBILITIES

This group must establish the first aid treatment areas, the classification of the injured ("Triage") and the provision of first aid to the people who arrive at these areas. This group will need to coordinate with the **Search and Rescue Groups**.

The number of group members must correspond to the size and complexity of the University. These members must be trained in first aid and CPR.

ACTIONS BEFORE (NOW) THE DISASTER:

a) Assume that emergency medical personnel will not be able to respond to the needs of the University during the first 72 hours, or longer, after a major disaster.

b) The members of this group must be certified in First Aid and CPR and must keep their certification up to date.

c) The people who are part of this group must coordinate with their partners so that both are not assigned to the same priority tasks during the first hours after a disaster.

d) The **Operations Officer** must keep a record of volunteer personnel who are trained and willing to report to the University after a major disaster. Keep this list up to date.

e) The **First Aid Group Leader** must check annually and ensure that first aid supplies are complete and not expired. All medical items must be checked to determine their expiration date.

f) Develop a plan for the First Aid Station area. For example: **Minor Care:** Ask a group member to treat minor injuries

in his or her area of action. Advantages: This provides security to those affected and prevents crowding at the First Aid station. Disadvantages: it could overburden some professionals.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.2 First Aid Operational Group (Cont.)

IMMEDIATELY AFTER THE DISASTER:

a) Complete the evacuation priorities.

b) Report immediately to the **First Aid Station** area.

c) Organize and set up the **"Triage"** area first.

d) Organize and set up the **Immediate Care** area.

e) Organize and set up the **Delayed Care** area.

f) Organize and set up the **Crisis Counseling** area.

g) Organize and set up a Morgue area, if necessary.

h) Take the injured referred from the First Aid Station to "Triage".

i) Administer first aid to the injured.

j) Coordinate actions and activities with the **Search and Rescue Group**. Provide First Aid to those trapped as they are rescued. If necessary, be prepared to support the **Search and Rescue Group** in providing first aid to the injured while they are trapped.

k) Identify each injured person with an emergency tag according to his or her condition.

l) Document all cases in a central log at "**Triage**". If possible, assign an additional person to serve as recorder. All injured persons moved from the First Aid station must be entered in the central log, including who rescued them and their destination. If an injured person was transported by emergency response personnel, note the transport destination and the name of the person in charge.

m) A group member must examine the population in the evacuation area to determine whether anyone needs attention. If so, they must be sent to the **First Aid Station**.

n) Notify the Emergency **Operations Officer in Charge** of the number of injured and the type of first aid treatment.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.2 FIRST AID OPERATIONAL GROUP (Cont.)

FIRST AID OPERATIONAL GROUP **INCIDENT _____ DATE_____** **TEAM _____**		
Position	**Name**	**Telephone**
Group Leader		
Substitute Group Leader		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.3 Security and Damage Assessment Operational Group

This group of people will go through the affected areas and proceed to close and/or shut off the University utilities and facilities as necessary, assist in firefighting efforts, secure the University, and put up signs to direct those affected to the pick-up and transportation areas. All activities will be reported to the **Operations Officer in Charge**. Once the immediate danger has passed, they will carry out a preliminary assessment of the damage to the buildings and report the nature and extent of the damage to the **Operations Officer in Charge**, using the

FORM IN SECTION 19.1: DAMAGE ASSESSMENT - INFORMATIONAL.

RESPONSIBILITIES:

The members of this group will be responsible for examining the University facilities and carrying out an initial assessment of building damage. This group must help extinguish fires in coordination with the **Search and Rescue Group**. It will also help the **Security Group** minimize unauthorized entry or exit and direct those affected who are able to move to the care areas.

A group of volunteer faculty members must be organized as needed according to the size of the University. Grounds and Buildings staff are a good alternative for this group. Members of this team must have access to the master keys and be trained to also assist the **Search and Rescue Group**.

ACTIONS BEFORE (NOW) THE DISASTER:

a) Group members must be trained to know when, how and where to shut off the gas, electricity and water services, as necessary.

b) Supplies must be checked to make sure the necessary tools are available to close or shut off these services.

c) Obtain the name and telephone number of a structural engineer who is willing to report to the University after a disaster.

d) Check the updated utilities map to ensure its accuracy and complete the tasks.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.3 Security and Damage Assessment Operational Group (Cont.)

ACTIONS BEFORE (NOW) THE DISASTER:

e) Receive training on how to carry out damage assessment.

f) Review the damage assessment throughout the University grounds. Remove or correct any problem identified as a risk, as far as possible.

g) Group members must combine their training with the **Search and Rescue Group** so that they can perform the tasks of either group.

h) Verify the certification of the fire extinguishers annually.

AFTER THE DISASTER:

a) Report to the supply warehouse to collect the necessary equipment.

b) Carry out a preliminary, quick survey of the entire University. Quickly check all areas for gas odors, short circuits and water leaks. If necessary, shut off the gas, electricity and water. Do not enter damaged structures.

c) Support the **Search and Rescue Group**, as necessary, in extinguishing fires or other activities.

d) Check the University perimeter for possible damage, such as downed cables or power lines.

e) Station a team member to help the **Security Group** at the main entrance of the University to direct emergency vehicles and general traffic. Only emergency vehicles should have access to the University. This point must be emphasized in the annual information letter to students, faculty and residents on emergency procedures.

f) All activities of this group must be reported to the **Operations Officer**.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.3 SECURITY AND DAMAGE ASSESSMENT OPERATIONAL GROUP (Cont.)

SECURITY AND DAMAGE ASSESSMENT GROUP **INCIDENT _____ DATE_____** **TEAM _____**		
Position	**Name**	**Telephone**
Group Leader		
Substitute Group Leader		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.4 Personnel Registration Operational Group

This group is essential for establishing the census of the people who are inside the University in the event of an emergency.

Responsible for accounting for students and people inside the University at the time of an emergency.

It must receive assistance from faculty, students, employees and residents to determine whether they know of any person who is lost, astray or missing and, if possible, his or her health condition.

This group will coordinate the orderly handover of affected persons to the health professionals responsible for moving them. Reports will be made to the **Operations Officer**.

ACTIONS BEFORE (NOW) THE DISASTER:

a) At the beginning of each school year, a communication must be sent to students, faculty, employees and new contractors indicating the existence of the **Multi-Hazard Disaster and Emergency Plan** for their orientation and training if necessary. This notice must inform them about the **Incident Command System**, which will be responsible for directing the procedures to be followed in the event of a disaster.

b) Determine the handover area for those affected in the event of an emergency. Develop the procedures to be used to hand over those affected.

c) Test the handover procedures during the annual exercise.

IMMEDIATELY AFTER THE DISASTER:

a) Report to the pre-established handover area for affected persons.

b) The time and destination of departure must be recorded.

c) Coordinate with the **Operations Officer** to find out which of those affected are trapped or injured.

d) Report all activities to the **Operations Officer**.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.4 PERSONNEL REGISTRATION OPERATIONAL GROUP (Cont.)

PERSONNEL REGISTRATION GROUP **INCIDENT _____ DATE_____** **TEAM _____**		
Position	**Name**	**Telephone**
Group Leader		
Substitute Group Leader		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.5 Crisis Counseling Group

They will provide emotional support to help maintain control of those people who need it and who are present at the time of the emergency.

The Group must be made up of behavioral health professionals, both University employees and volunteers who report to the area.

15.6 Support Operational Group

This group is not an immediate response group.

It must be made up of University staff and Cafeteria staff. Its main purpose is to ensure that food is prepared and served to the **Incident Command System**, the **Operational Groups**, students, emergency personnel and University staff performing emergency functions. They are also responsible for food and water supplies. Meeting the sanitary needs of the school population is also their responsibility. All activities will be reported to the **Emergency Operations Center**.

RESPONSIBILITIES:

This group must facilitate the service and coordinate food supplies, their preparation and distribution, water distribution and the setting up of sanitary areas.

Staff members and volunteer students must be organized as needed according to the size of the emergency.

ACTIONS BEFORE (NOW) THE DISASTER:

a) Carry out an inventory of all food, water, kitchen utensils and sanitary items. Check the dates and replace expired supplies.

b) Determine the best location for preparing and distributing food and water. Also, determine the location of the sanitary facility so that it is away from the food preparation area. Check the wind direction to prevent odors from reaching your area.

c) Develop a food consumption plan for the population at the University at the time of the emergency. Remember that during the first hours after a disaster the priority must be to rescue the trapped and injured.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.6 Support Operational Group (Cont.)

IMMEDIATELY AFTER THE DISASTER:

a) The person in charge of this group must report to the **Operations Officer**. Set up an area for cooking, water distribution and sanitary needs. The sanitary area must be more than 200 feet from the food or water supplies.

b) Put up booths or tents, as necessary, to protect the people present in case of bad weather.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.5 SUPPORT OPERATIONAL GROUP (Cont.)

SUPPORT GROUP **INCIDENT _____ DATE_____** **TEAM _____**		
Position	**Name**	**Telephone**
Group Leader		
Substitute Group Leader		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		
Volunteer		

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

15.7 Administration and Logistics

This section identifies the planning and documents needed to face an emergency situation and includes the specifications of the equipment available at the University.

1) Administration

a) In all Emergencies and Disasters it is important to remain calm and follow the steps indicated by the **Incident Command System**.

b) Administrative procedures during the emergency mostly correspond to the procedures in normal periods.

c) During the emergency, greater attention is required in the identification and control of administrative and financial documents and reports, contracts and services, insurance, recruitment and reassignment of personnel.

d) All related documents must be identified with the name of the emergency and kept for as long as necessary (e.g., Report of activated personnel, use of equipment, materials, purchases, contracts, etc.).

e) The University has an insurance policy. Each student is also insured, as is the staff working at the University.

f) Claims and protection benefits will be made in accordance with the policies, rules and regulations. In the event of a major emergency, the Public Liability Policy will be invoked. With regard to students, the corresponding Insurance Policy will be invoked.

g) The **Officer in Charge** will ask the University's **Finance Officer** for a report of his or her actions upon activation of the **Incident Command System**.

15.0 OPERATIONAL GROUPS FOR DISASTERS AND EMERGENCIES (Cont.)

2) Logistics

a) With the information detailed above and photos and videos obtained before, during and after the emergency, the damage impact report will be prepared, in addition to the recovery cost report for the insurance claim.

b) Windows, Doors and Locks of common areas. A preventive maintenance service must be implemented so that they are operable in the event of an Emergency.

c) The University has three (3) PRI trunks, twenty-eight (28) direct telephone lines including the switchboard, and a block of sixty (60) DIDs, mostly connected to fax machines.

d) The Sagrado Corazón Building houses the Administration Department, the Human Resources Department, the Chapel and the Office of the President, among others.

e) There are smoke detectors in different areas of the University, especially in the dining room, the kitchen and the laboratories.

f) The University has fire extinguishers distributed throughout the buildings, hallways, classrooms and Library according to the Extinguisher Log found in **SECTION 33.0** of this Plan.

g) If the use of extinguishers is necessary, it will be the responsibility of the **trained personnel** closest to the fire.

h) The bell system during an exercise and/or drill, or in the event of a real emergency, will be activated by the **Officer in Charge**.

16.0 DIRECTION AND CONTROL

This section describes the centralization, direction or command, as well as the personnel who will be in charge of operations and of the control and coordination of available resources.

16.1 Continuity of Operations

The continuity and/or short-term recovery of the basic services of the **Universidad del Sagrado Corazón** will be the responsibility of the **Officer in Charge** and the **Incident Command System** (**Emergency Management Committee**), who will establish the measures regarding the actions to be taken, including communication with service companies and Government Agencies.

The University's responsibility is to manage the emergency using its own resources to protect lives, property and essential documents

16.2 Chain of Command

In case of absences, a chain of command will be established. See **SECTION 12.0**

16.3 Contingency Measures

Hallways, doors and stairs will be cleared of any material that could interrupt the normal flow of people. Building drains and downspouts will be cleaned, and the municipality will be notified of clogged sewers in the surrounding area to prevent standing water.

16.4 Measures to preserve important documents, materials and equipment

Documents must be securely protected in the different departments and offices.

16.5 Emergency Operations Center (EOC)

The **Emergency Operations Center** will be established in the area near the **Office of the President** for the control and coordination of emergency response operations.

16.6 Identification of alternate facilities to continue operating.

The place or facility will be assigned at the time of the disaster or for the duration of the Emergency, where **Incident Command System** management personnel will be present in case of visits by agencies and companies that provide services to the structure.

16.0 DIRECTION AND CONTROL (Cont.)

16.7 Resources

The Resources available to the **UNIVERSIDAD DEL SAGRADO CORAZÓN** to operate basic services for a reasonable time are three emergency electric generators (one serving the men's residence hall, another serving the women's residence hall and the third next to the Sagrado Corazón building serving the Office of the President, among others), the website, TeleSagrado and the radio station. In the first aid area of the Juan Pablo II Student Center there are a positioning bed, a fixed bed, a bed on wheels, wheelchairs, crutches, an oxygen tank, defibrillators and a respiratory therapy machine, among others.

In the School of Nursing (Barat Building) there are 12 beds that can be used in case of emergencies, in addition to other equipment. An inventory of the equipment will be made during the implementation of this Plan.

The University has one (1) Olympic swimming pool and enclosed areas to keep people sheltered from bad weather in case of storms and rain.

23 telephone lines, some used for faxes, in the Administration building and the Development Office; a student-run KP4 station; two-way radios; battery-powered radios; an emergency information system radio receiver; communications equipment.

16.8 Information System

The situation caused by an emergency and subsequent information will be communicated through the University intercom, faculty and employee cell phones, SMS, the internet and loudspeakers if necessary. The information will be provided by the Emergency **Officer in Charge** or designee.

When classes are suspended after an emergency situation, the **Logistics Officer** will coordinate with other personnel to issue the official communication.

The University must have up-to-date information on the faculty, employees, students, residents and contractors performing work on the grounds. **REFER TO SECTION 31.0** of this Plan.

17.0 EVACUATION

17.1 Communication

The faculty, employees, residents, students, visitors, contractors and other persons will be notified by loudspeaker, telephone or alarm that they must evacuate the facilities. The **Officer in Charge** will be responsible for activating the University's alarm system.

People will not be allowed to return inside the University during the emergency until the authorities or the **Officer in Charge** authorize it.

17.2 Instructions

The instructions determined by the **Emergency Officer in Charge** of the Universidad del Sagrado Corazón must be followed**.** The areas must be signposted, and exercises or drills must be carried out to verify whether the plan is functional or has flaws that must be corrected.

At the end of the exercise, a written report must be submitted (mandatory) in order to correct it.

In the Residence Halls, a floor leader will be chosen who will direct the students to evacuate the building promptly in the event of an incident.

18.0 UNIVERSITY RISK ANALYSIS AND PREPAREDNESS

The **Incident Command System** will use a guide for carrying out emergency operations in response to events that may arise as the basis for its planning efforts. For this purpose, the various natural, human-caused and technological risks or hazards to which the **Universidad del Sagrado Corazón** is exposed have been listed. As an educational entity, the University aims to prepare employees, students and visitors to face any type of disaster

All possible risks or hazards that may have an effect have been identified. This will serve to determine the characteristics of the community and will help in planning to face the different emergency situations.

To develop the community risk analysis, the task has been divided into three steps:

18.1 Identification of Risks or Hazards

Compiled from various sources of information, including historical books, maps, newspapers, news and government agencies, among others.

18.2 Community Characteristics

Geography of the area, land use and construction, transportation routes, population distribution, government and commercial facilities, private entities that use or process hazardous substances, and geography of the area.

18.3 Risk and Vulnerability Analysis

Frequency and impact on the community.

18.4 Risk Analysis

INCIDENT: _____ **DATE:** _____

	4 High Probability 3 Probable 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6 to 12 hrs 2 12 to 24 hrs 1 Over 24 hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	E= A+B+C+D	12-16 High 8-11 Medium 4-7 Low
Risk/Hazard	**A**	**B**	**C**	**D**	**E**	**F**
	Frequency	**Magnitude**	**Warning Time**	**Severity**	**Total Impact**	**Priority**
Air Accident Act of						
Violence / Hostage Taking						
Contamination (Spills) Landslides						
Explosion						
Power Outage						
Strike/Protest/ Riot						
Hurricane						
Fire						

18.4 Risk Analysis (Cont.)

INCIDENT: _____ **DATE:** _____

	4 High Probability 3 Probable 2 Possible 1 Unlikely	4 Catastrophic 3 Critical 2 Limited 1 Negligible	4 Minimal 3 6 to 12 hrs 2 12 to 24 hrs 1 Over 24 hrs	4 Catastrophic 3 Critical 2 Limited 1 Negligible	E= A+B+C+D	12-16 High 8-11 Medium 4-7 Low
Risk/Hazard	**A**	**B**	**C**	**D**	**E**	**F**
	Frequency	**Magnitude**	**Warning Time**	**Severity**	**Total Impact**	**Priority**
Floods Drought/						
Lack of Water						
Earthquake						
Terrorism Tsunami						
(Tidal Wave)						
Tornadoes						
Waterspouts Other						
Incidents caused by humans						

19.0 FORMS FOR DISASTERS AND EMERGENCIES

19.1 Damage Assessment

Damage assessment is defined as the systematic process of determining or measuring the extent of losses, suffering or damage as a result of an emergency event and/or a disaster. It refers to **WHAT** happened**, WHEN**, **WHERE**, **HOW** and **WHO** has been affected. A timely damage assessment is vital because of its direct relationship to the actions that will be organized and taken by response personnel. There are four reasons why a thorough assessment must be carried out. They are the following:

a) To provide information on the emergency or disaster situation.

b) To facilitate effective decision-making.

c) To provide accurate information to the public.

d) To develop the claims program.

The information obtained in the damage assessment is essential for the actions to be taken in addressing emergencies and economic claims. Three (3) teams will be formed: one to assess the infrastructure (classrooms, utilities, library, offices, etc.), another to collect data on damage to materials and books, and another to consolidate data on damage to equipment (computers, boards, photocopiers, etc.).

Categories and Degree of Damage

Destroyed: A structure that cannot be used, that has been completely destroyed and that it is not cost-effective to repair for reuse. Generally, what remains of the structure has to be removed for new construction.

Major damage: Structures that need extensive repairs before they can be used again, for example if they have a collapsed section, walls with severe cracks, serious roof damage or buildings that are no longer level. In the case of flooding, it is considered as such if the structure has no basement and the water has reached 1 to 3 feet on the first floor.

Minor damage: The structure is usable, although it requires certain repairs to return it to its pre-disaster condition, such as broken windows, walls, doors, pipes, electrical cables, etc. In the case of flooding, if the water has reached less than one foot. If it has a basement, one to three feet of water.

19.0 FORMS (Cont.)

19.1 Damage Assessment – Informational

Page ____ of ____

_____ **Damage to Structures**[1] ___ **Damage to Materials and Books**[2] _____ **Damage to Equipment**[3]

	ITEM	DESCRIPTION /LOCATION	ESTIMATED COST	SIGNATURE/DATE
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

(1) **STRUCTURES: classrooms, utilities, fences, stairs, doors, dining room, parking lot, court, statues, offices… MATERIALS**
(2) **AND BOOKS, sports equipment**
(3) **EQUIPMENT: desks, photocopiers, computers, boards, cabinets, projectors**

19.0 FORMS (Cont.)

19.2 Communications Equipment

Date: _____

DESCRIPTION	QUANTITY	LOCATION
TELEPHONES		
FAX		
BATTERY-POWERED PORTABLE RADIO		
EMERGENCY ALERT SYSTEM (EAS) RADIO RECEIVER:		
TWO-WAY RADIO		
BATTERY-POWERED MEGAPHONE		
ALARM SYSTEM		
TELEVISIONS/MONITORS		

20.0 TRAINING

Before putting the Plan into effect, the duly established **Incident Command System** of the **UNIVERSIDAD DEL SAGRADO CORAZÓN** will identify and train a number of faculty, students and employees to assist in the safe and orderly evacuation of the people on its grounds in the event of an emergency.

The Plan must be reviewed with the members of the **Incident Command System** at the following times:

- Initially when the Plan is developed, and whenever the Plan is updated or changed. At least
- once a year, the **Incident Command System** will review the Plan and practice its content through exercises and drills (“drill” and “full scale”)
- The exercises and drills will be conducted encouraging the full participation of the persons in charge and the coordinators. Personnel from the Municipal Office for Emergency Management and Disaster Administration (OMMEAD) may serve as evaluators of the exercise and of the Plan, but the primary responsibility lies with the administration of the **UNIVERSIDAD DEL SAGRADO CORAZÓN**.
- All training will be documented in writing, and that document will be kept in a safe place as evidence.
    - ❖ SCEA Consulting Group prepares and develops reliable and effective training and exercises according to the needs of your **INSTITUTION**, company or business, in accordance with federal, state and municipal guidelines.
- Additional training can be provided through the Community Emergency Response Team (CERT) courses offered by the Municipal Office for Emergency Management and Disaster Administration.

21.0 TRAINING (Cont.)

The persons listed have participated in the training mentioned. They have taken part in the review, verification and execution of the Multi-Hazard Disaster and Emergency Plan of the Universidad del Sagrado Corazón and in the Emergency Training contained in this document.

Page _____ of _____

UNIVERSIDAD DEL SAGRADO CORAZÓN

TRAINING: _____

Name	Signature	Area	Date

21.0 EMERGENCY TELEPHONE LIST

EMERGENCY TELEPHONE LIST	TELEPHONE NUMBER
Emergency Service	911
State Emergency Management and Disaster Administration Agency (AEMEAD)	787-724-0124
San Juan Municipal Office for Emergency Management and Disaster Administration (OMMEAD)	787-480-2222 787-480-4000
Electric Power Authority (AEE)	787-289-3434
City Hall (Municipality)	787-480-4000
Poison Control Center	787-754-8536
Medical Center	787-754-3535
American Red Cross	787-758-8150
P.R. Fire Department	787-722-1120
Security Company – Five Security Innovations	787-607-0800 787-460-2020
Emergency Medical Services	787-343-2550
Coast Guard	787-729-6770
Environmental Quality Board	787-767-8181
Elevator Maintenance – Elevator Services	787-767-7799
Extinguisher, Hose and Sprinkler Maintenance - Interport Trading Corp	787-788-8650
Federal Bureau of Investigation (FBI)	787-754-6000
San Juan Municipal Police	787-296 1124 787-764-7989
Puerto Rico Police	787-343-2020

21.0 EMERGENCY TELEPHONE LIST (Cont.)

21.1 Names and Telephone Numbers of Emergency Plan Coordinators

Date: _____ Page ____ of ____

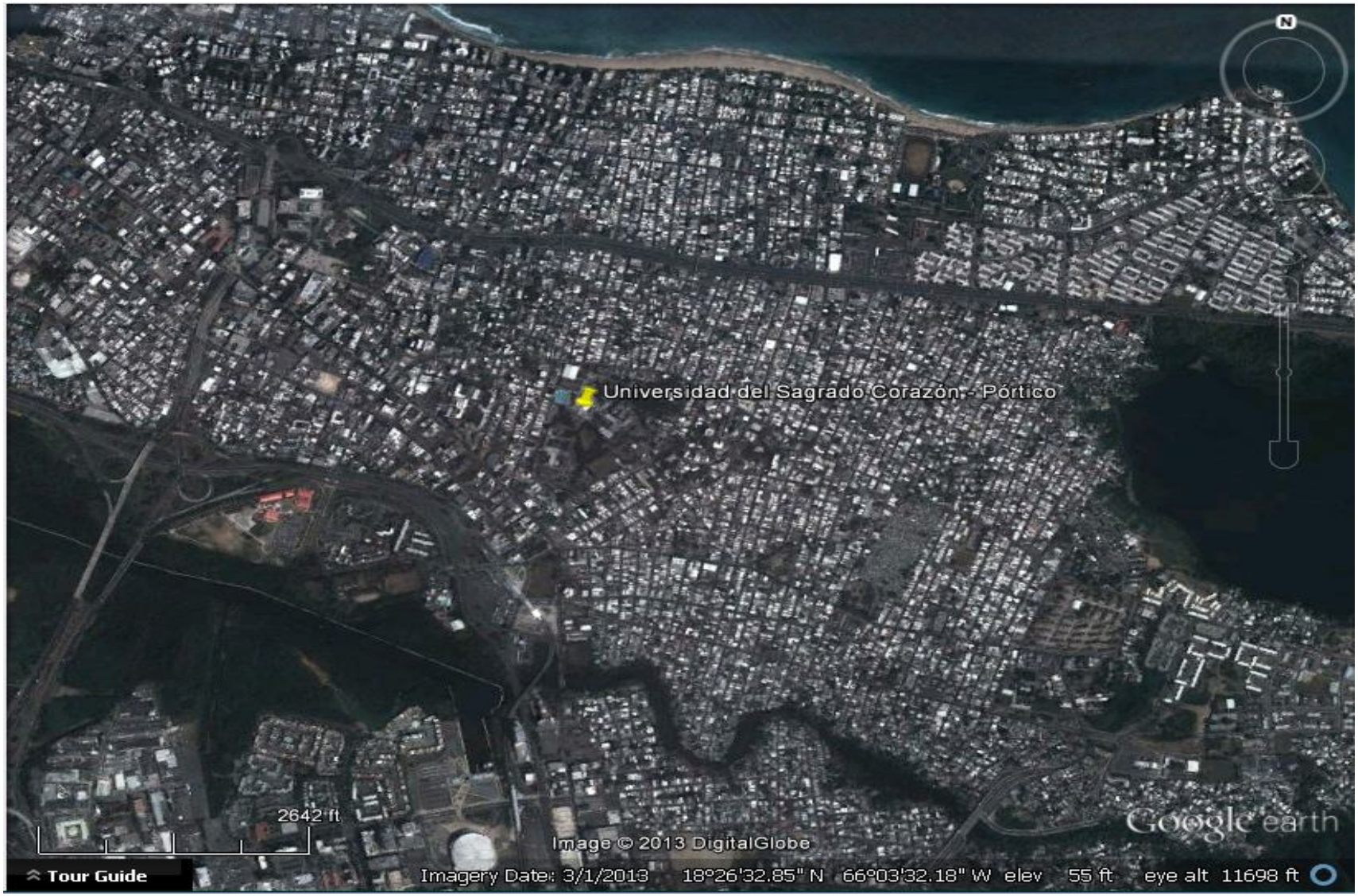
NAME	POSITION	TELEPHONE NUMBER

THE INFORMATION CONTAINED IN THIS DISASTER AND EMERGENCY PLAN REGARDING NAMES OF PERSONS, TELEPHONE NUMBERS, ADDRESSES AND POSITIONS IS STRICTLY CONFIDENTIAL AND FOR THE EXCLUSIVE USE OF THE UNIVERSIDAD DEL SAGRADO CORAZÓN IN CASE OF EMERGENCY.

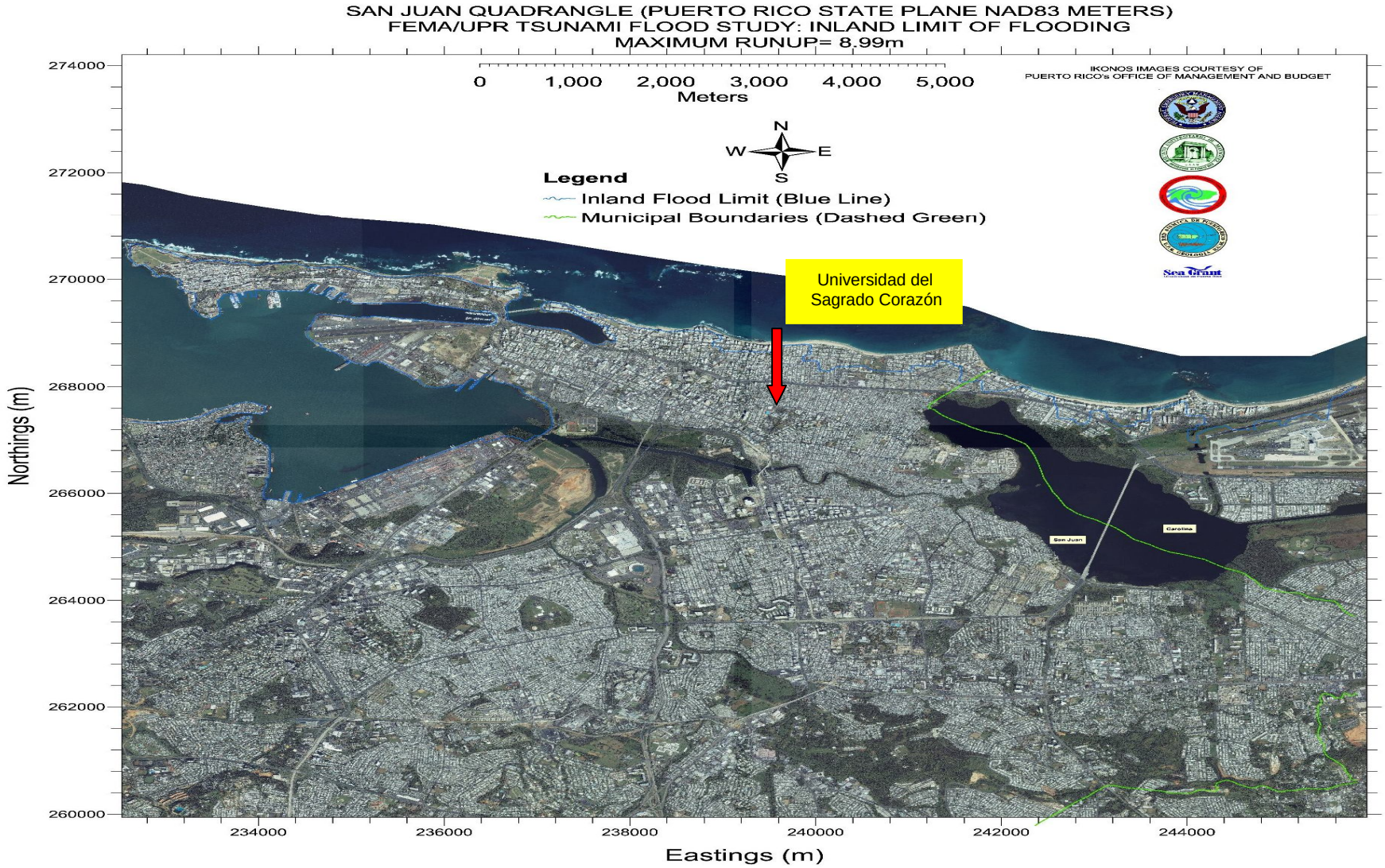
22.0 UNIVERSIDAD DEL SAGRADO CORAZÓN (18°26'32.78"N, 66°03'32.12"W)



23.0 UNIVERSIDAD DEL SAGRADO CORAZÓN (18°26'32.78"N, 66°03'32.12"W)



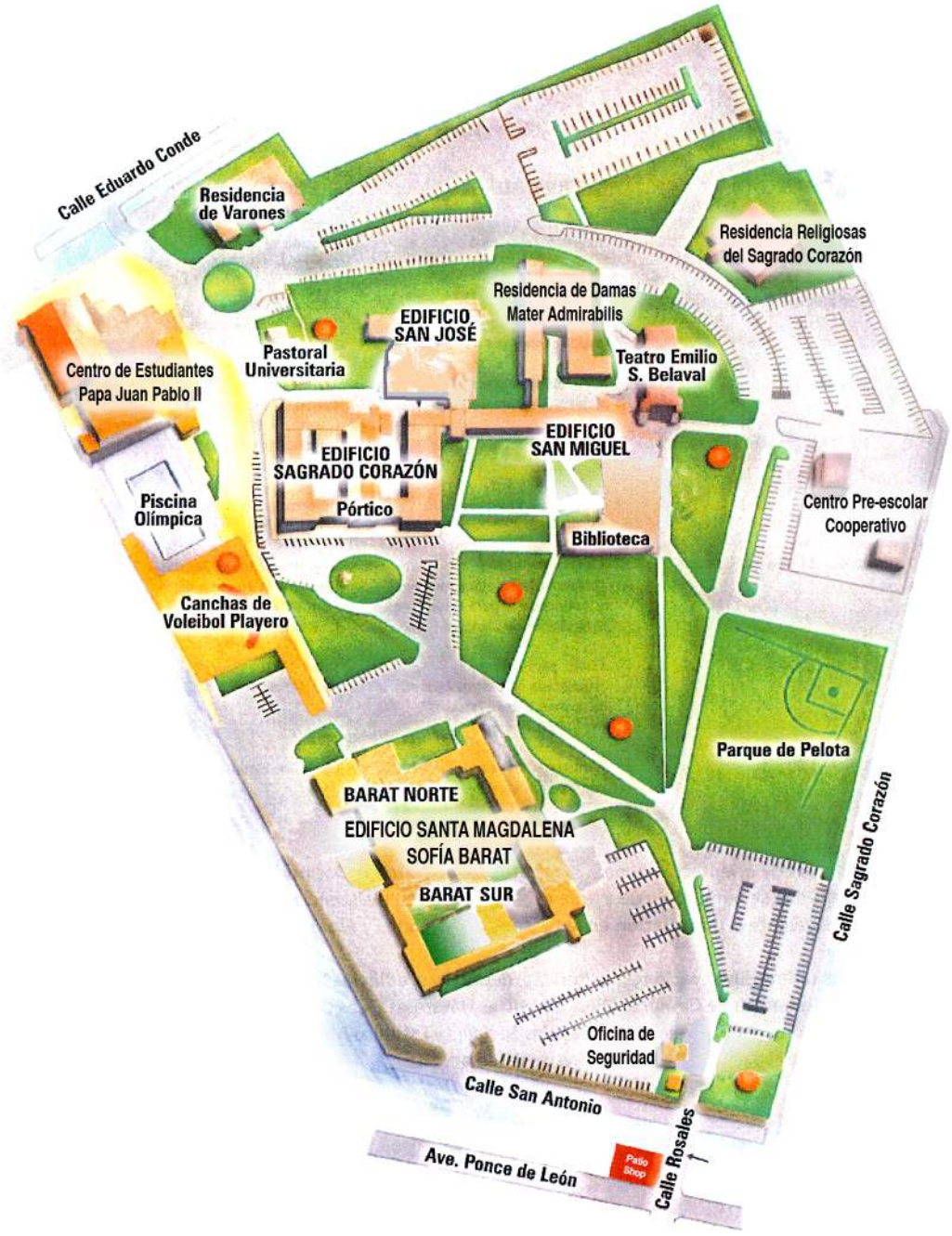
24.0 SAN JUAN TSUNAMI INUNDATION STUDY

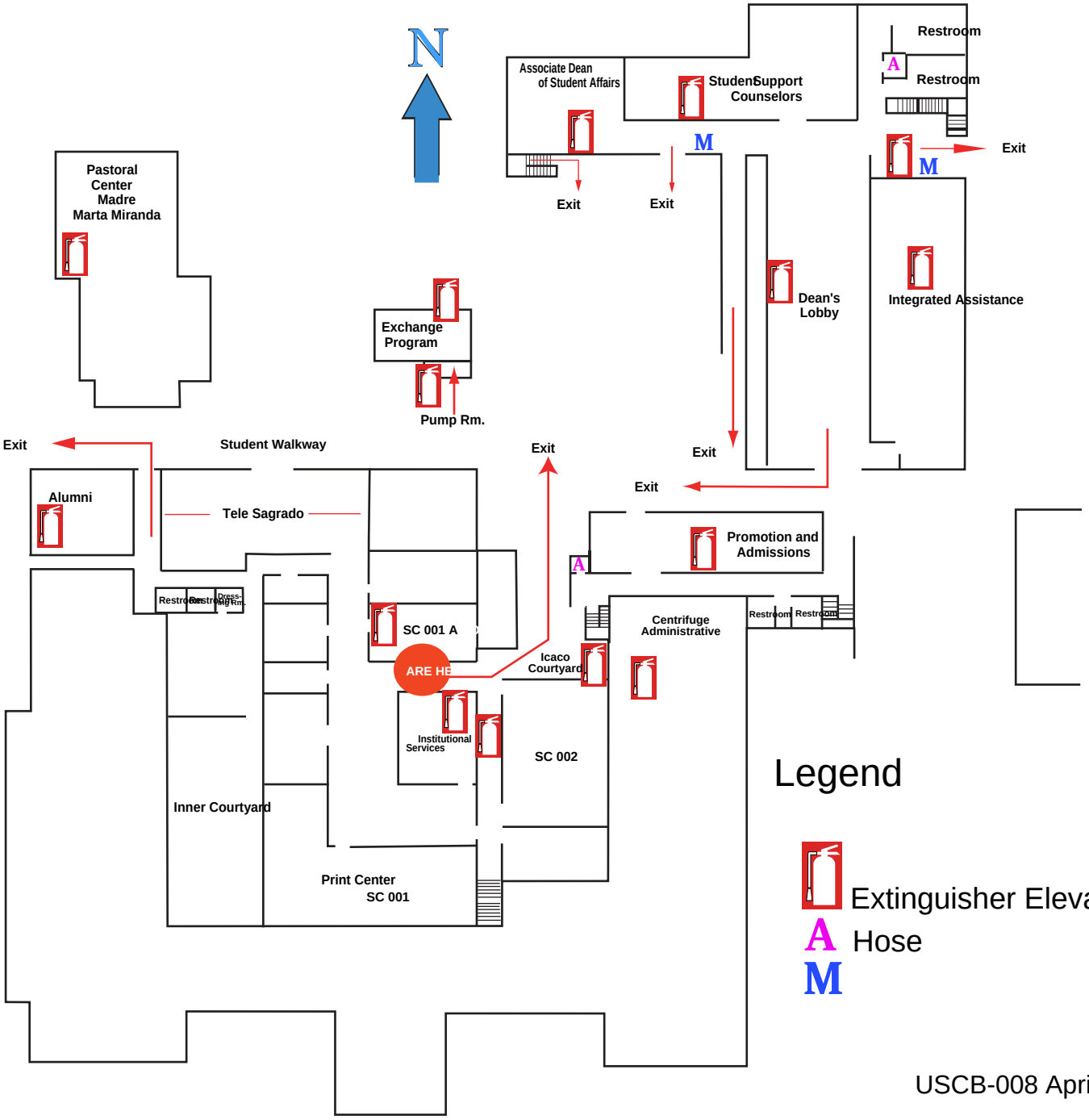


25.0 EVACUATION ROUTES

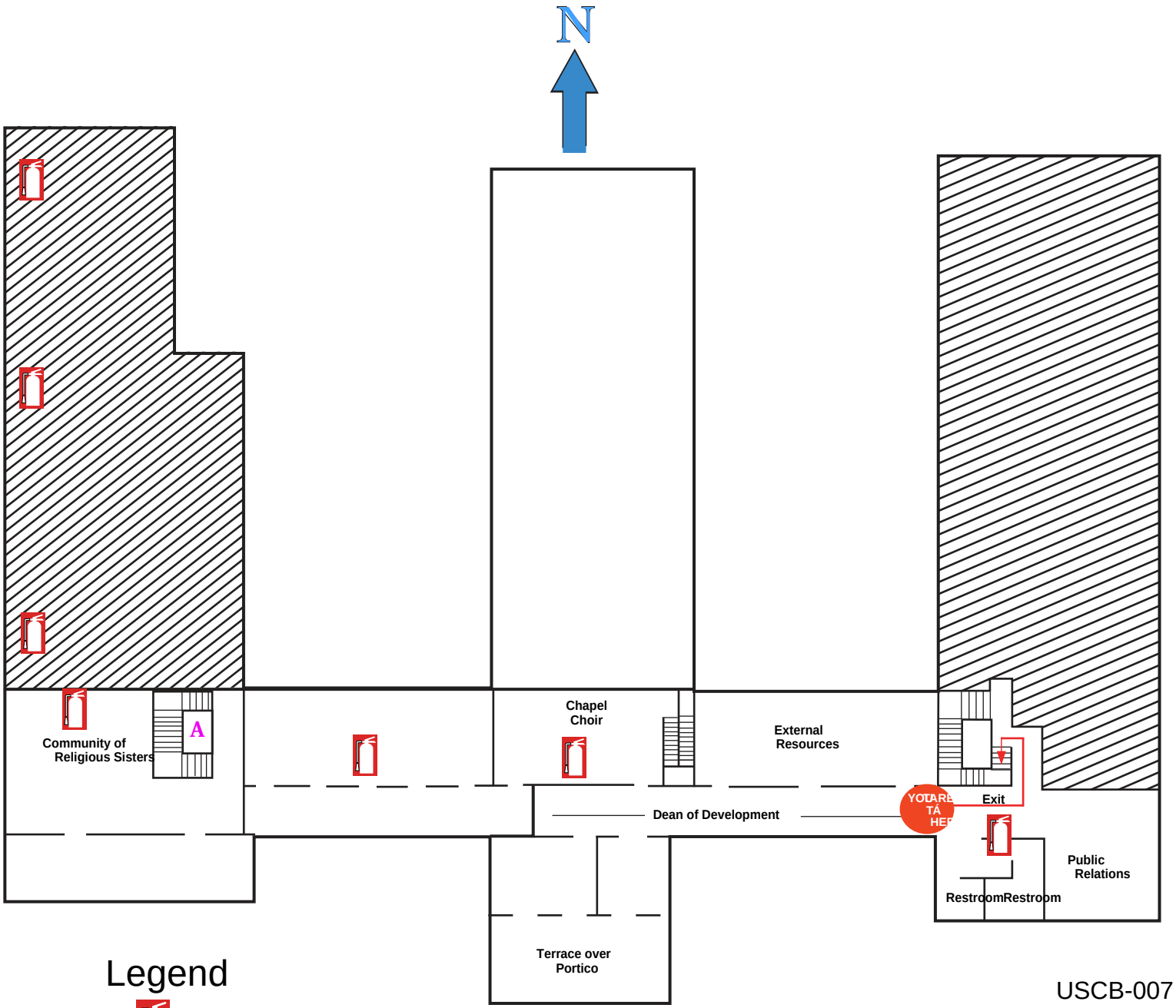
Evacuation Plan

N	Description
01	Evacuation Route - Designated Safety Area
02	Sagrado Corazón Building Floor - 1 / San José Building - Floor 2
03	Sagrado Corazón Building Floor - 2
04	Sagrado Corazón Building - Floor B / San José Building - Floor 1
05	Santa Magdalena Sofía Barat South Building – Floor 1
06	Santa Magdalena Sofía Barat South Building - Floor 2
07	Santa Magdalena Sofía Barat South Building - Floor 3
08	Santa Magdalena Sofía Barat North Building - Floor 2
09	Santa Magdalena Sofía Barat North Building - Floor 3
10	Santa Magdalena Sofía Barat North Building - Floor 4
11	Santa Magdalena Sofía Barat North Building - Floor 5
12	San Miguel Building – Floor 1
13	Sagrado Corazón Building - Floor 2 / San Miguel Building - Floor 2
14	Sagrado Corazón Building - Floor 3 / San Miguel Building - Floor 3
15	San Miguel Building - Floor A
16	San Miguel Building - Floor B
17	Pope John Paul II Student Center – Floor 1
18	Pope John Paul II Student Center – Floor 2


Calle Eduardo Conde
Residencia de Varones
Residencia Religiosas del Sagrado Corazón
Residencia de Damas Mater Admirabilis
EDIFICIO SAN JOSÉ
Pastoral Universitaria
Teatro Emilio S. Belaval
Centro de Estudiantes Papa Juan Pablo II
EDIFICIO SAGRADO CORAZÓN
Pórtico
EDIFICIO SAN MIGUEL
Piscina Olímpica
Biblioteca
Centro Pre-escolar Cooperativo
Canchas de Voleibol Playero
Parque de Pelota
BARAT NORTE
EDIFICIO SANTA MAGDALENA
SOFÍA BARAT
BARAT SUR
Calle Sagrado Corazón
Oficina de Seguridad
Calle San Antonio
Ave. Ponce de León
Patio Shop
Calle Rosales



USCB-008 April 2013



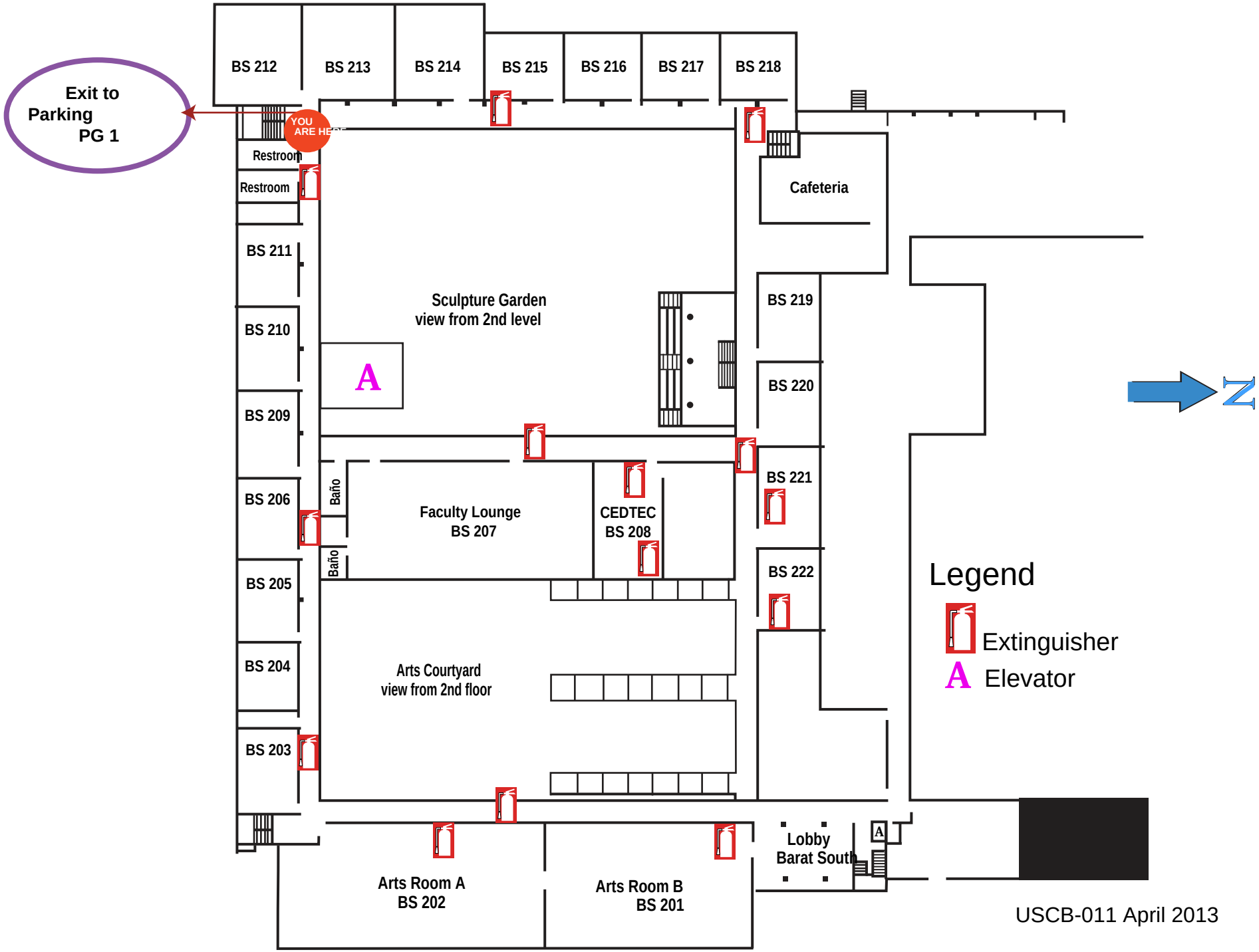
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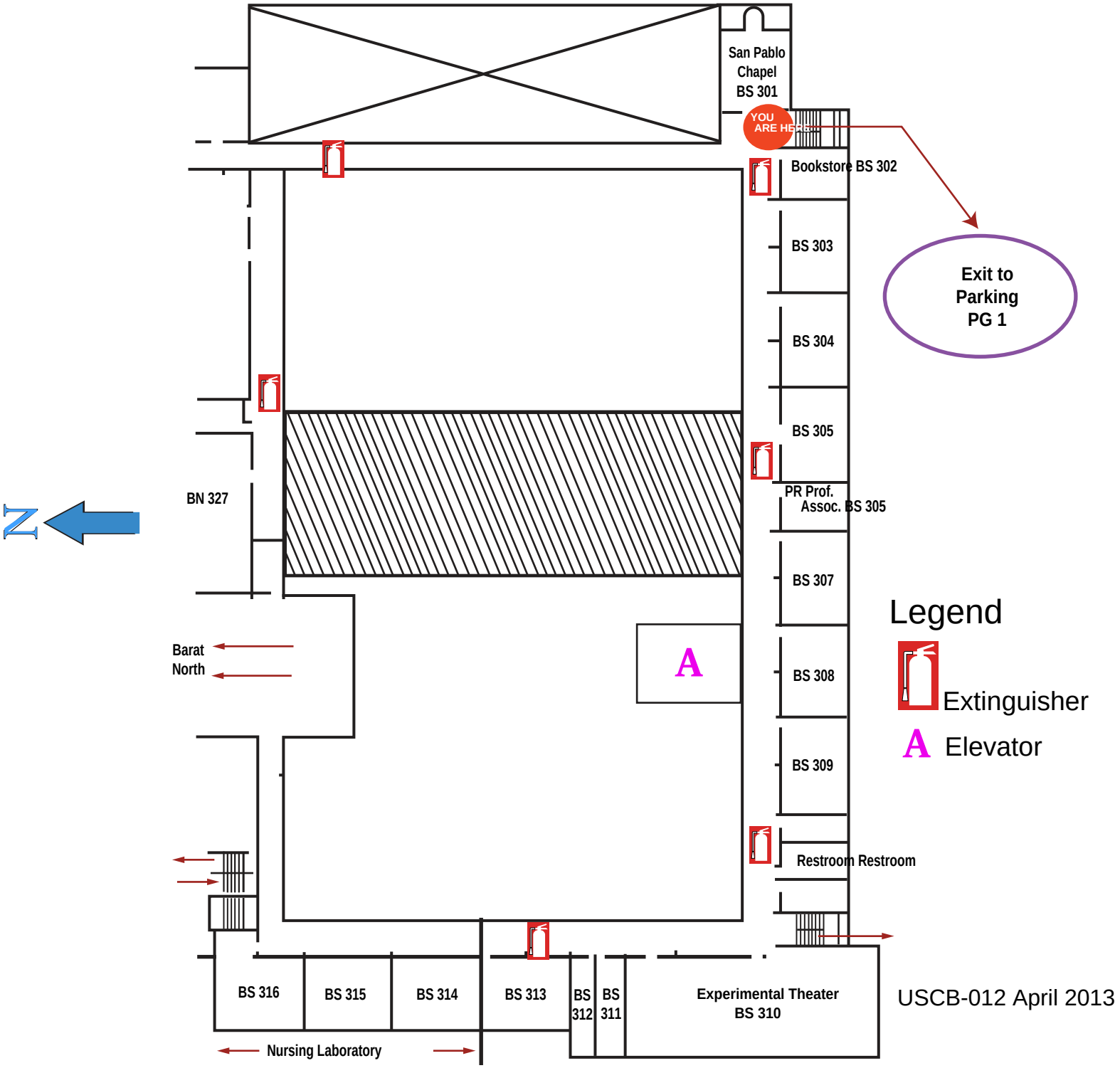
Extinguisher

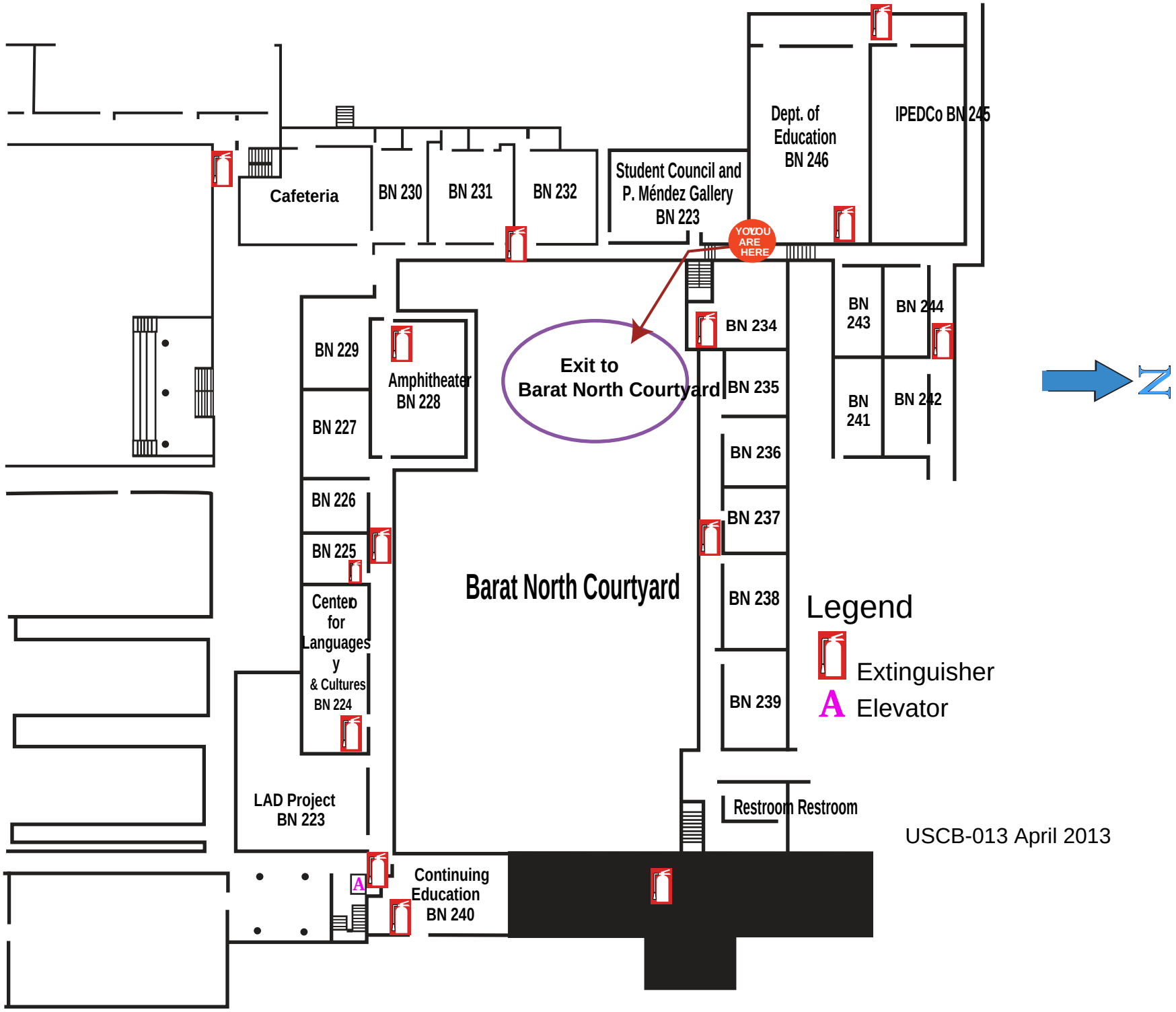
A Elevator

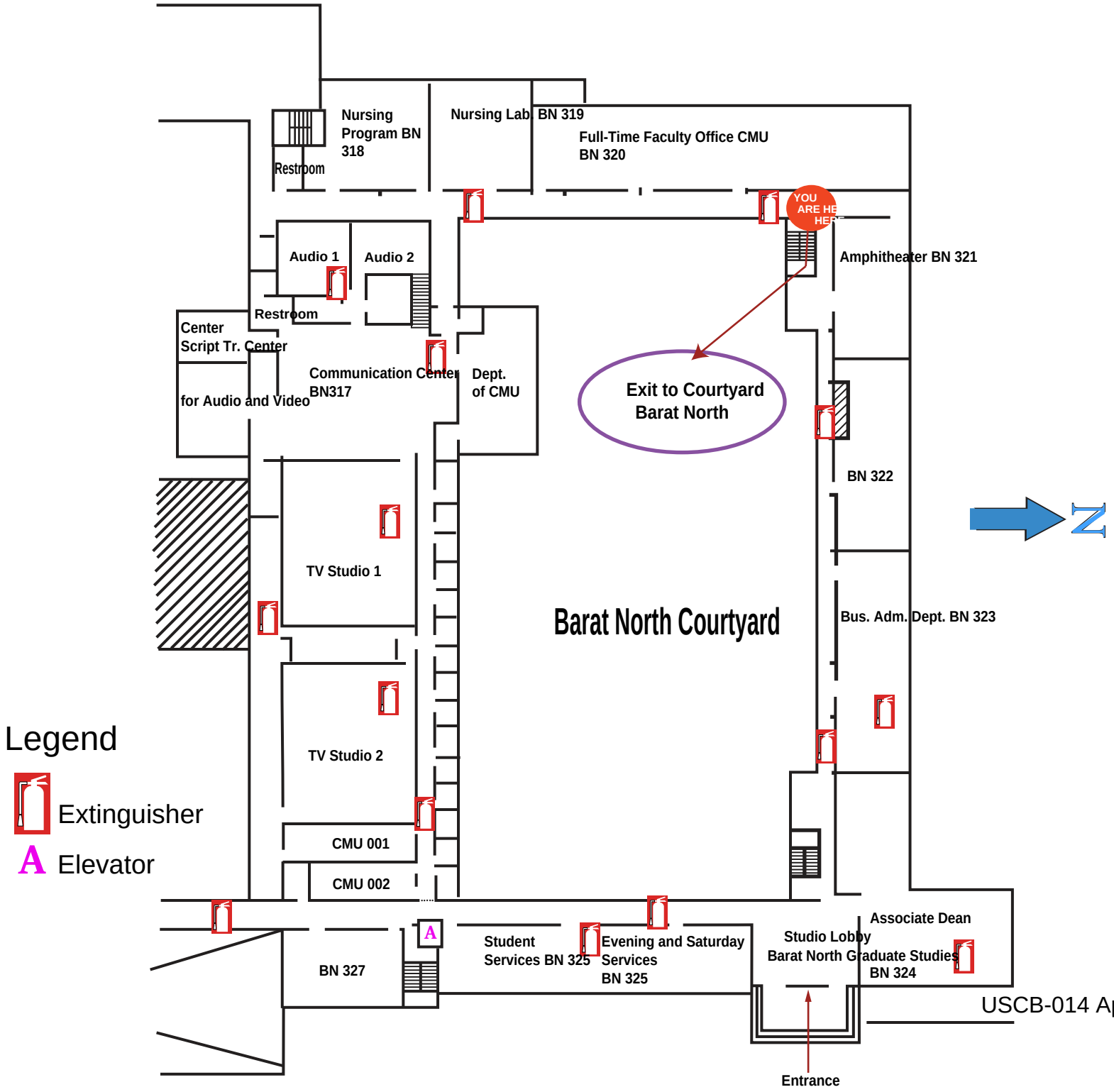
USCB-007 April 2013


Exit
BS 110
BS 111
BS 112
BS 113
Exit
BS B
Restroom Restroom
BS 109
BS 108
BS 107
Sculpture Garden
A
BS 106 Community
Engagement Center
BS 105
Arts Pavilion
Art Gallery BS 114
Job Training Center BS 104
Press Freedom Center
Conectarse
BS 103
Arts Courtyard
Restroom
BS 102
YOU AR
Exit to Parking PG1
Business Institute BS 101
CAPS BS 115
Machine Room
N
Legend
Extinguisher
A Elevator
Machinery
USCB-010 April 2013

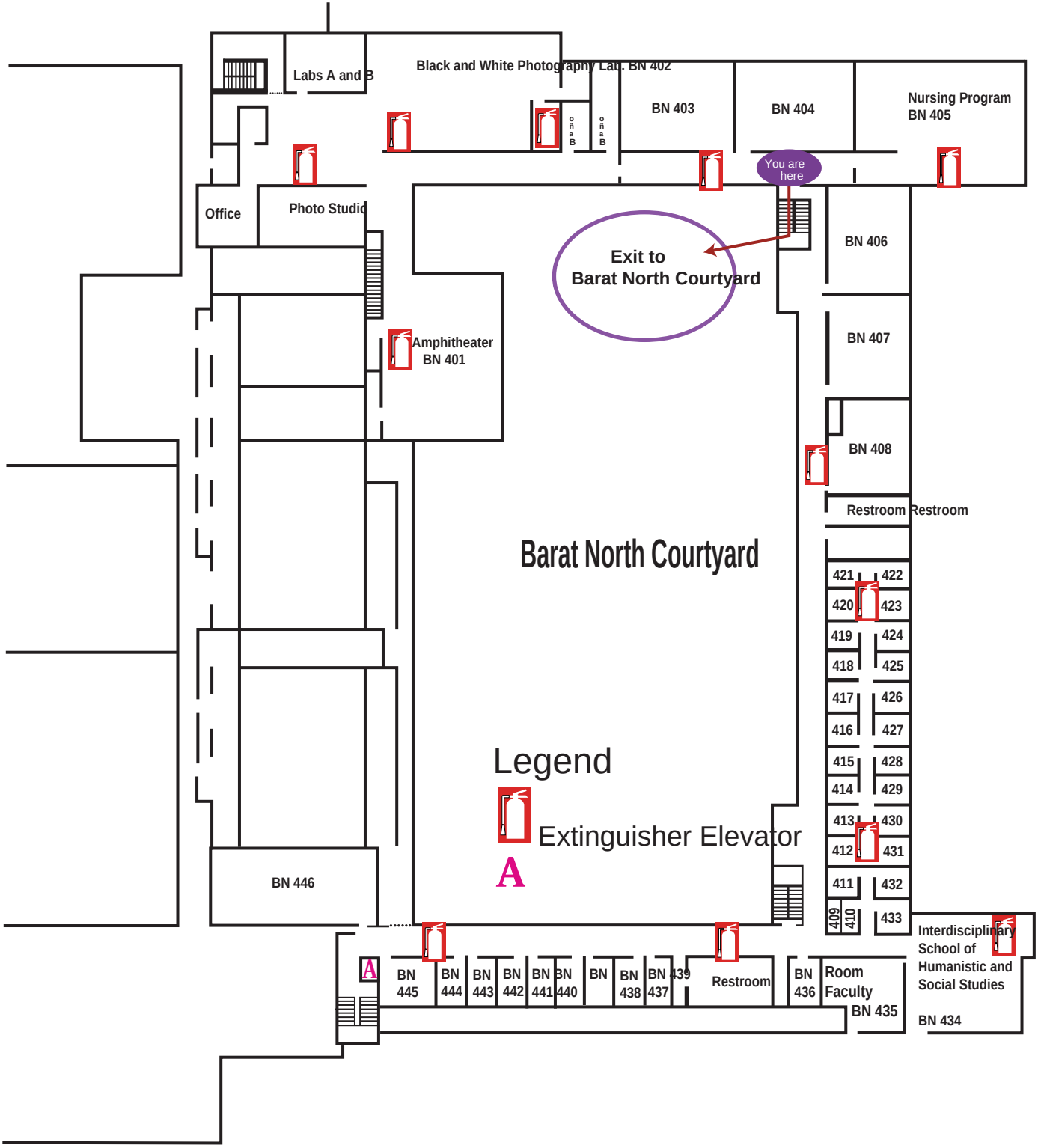

Exit to Parking PG 1
YOU ARE HERE
BS 212
BS 213
BS 214
BS 215
BS 216
BS 217
BS 218
Restroom
Restroom
Cafeteria
BS 211
BS 210
BS 209
BS 206
BS 205
BS 204
BS 203
Sculpture Garden view from 2nd level
A
BS 219
BS 220
BS 221
BS 222
Baño
Baño
Faculty Lounge BS 207
CEDTEC BS 208
Arts Courtyard view from 2nd floor
Arts Room A BS 202
Arts Room B BS 201
Lobby Barat South
A
N
Legend
Extinguisher
A Elevator
USCB-011 April 2013

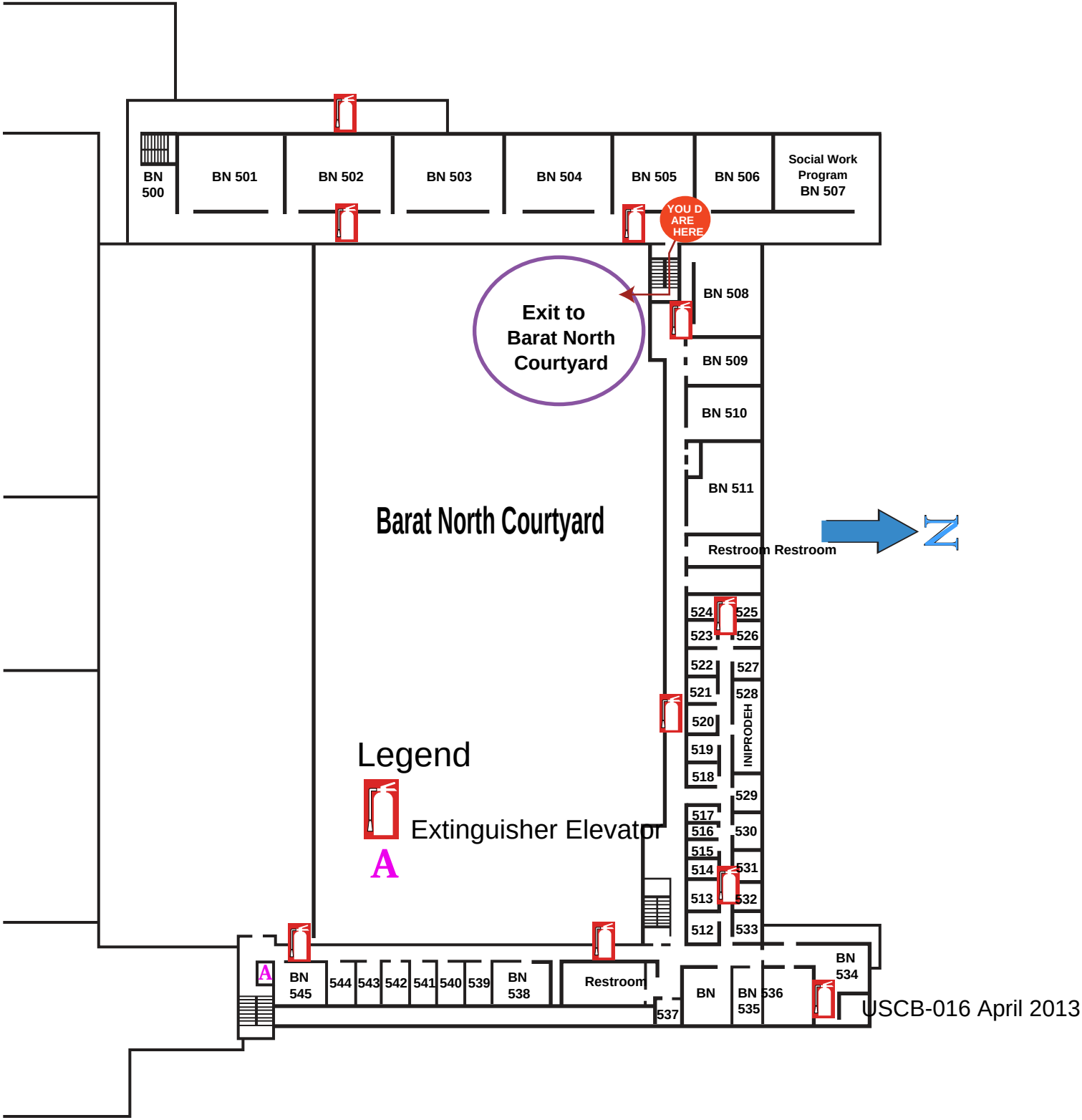

San Pablo
Chapel
BS 301
YOU
ARE HERE
Bookstore BS 302
BS 303
BS 304
BS 305
PR Prof.
Assoc. BS 305
BS 307
BS 308
BS 309
Restroom Restroom
Exit to
Parking
PG 1
BN 327
N
Barat
North
A
Legend
Extinguisher
A Elevator
BS 316
BS 315
BS 314
BS 313
BS
312
BS
311
Experimental Theater
BS 310
Nursing Laboratory
USCB-012 April 2013

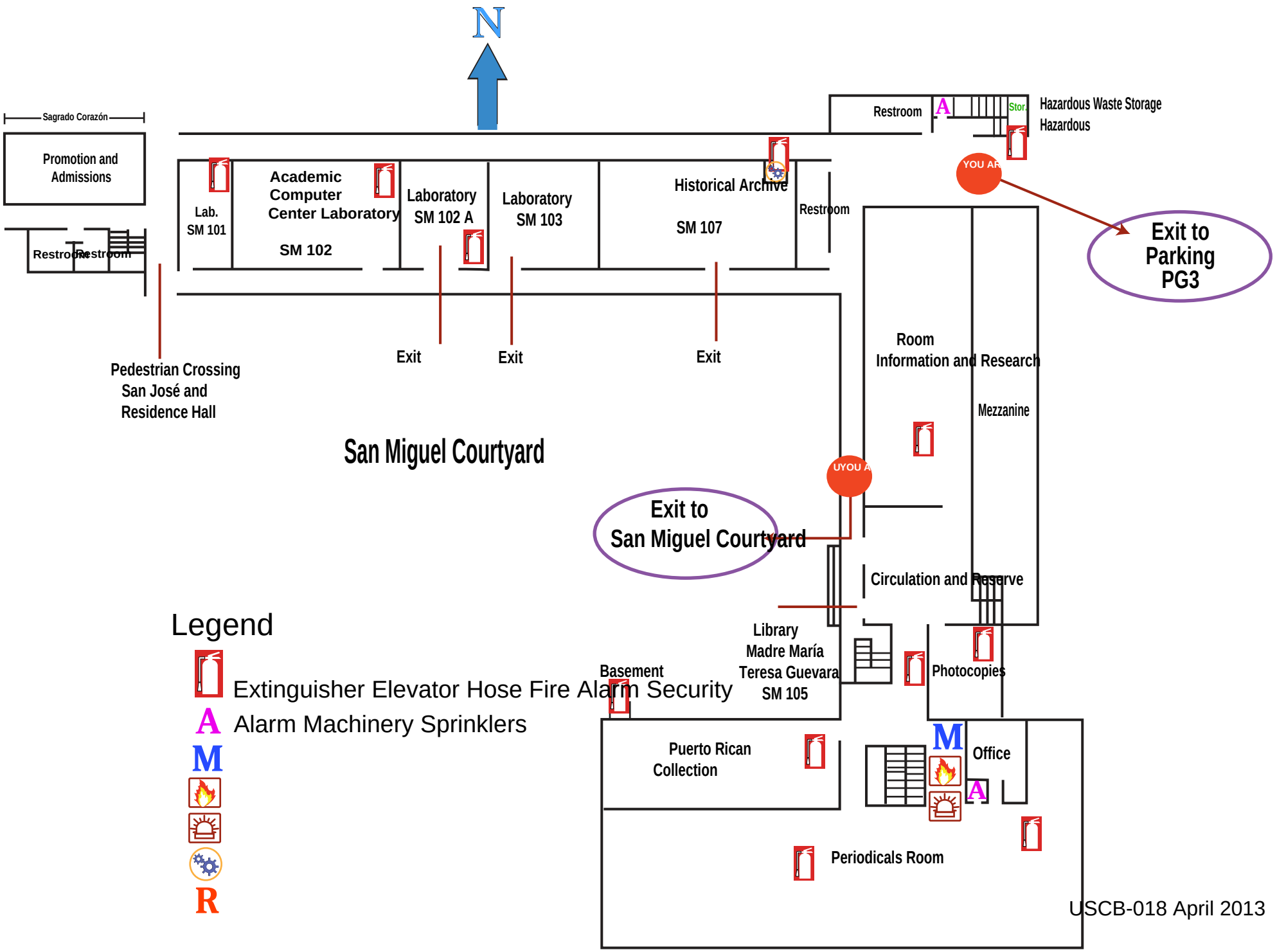

Cafeteria
BN 230
BN 231
BN 232
Student Council and
P. Méndez Gallery
BN 223
Dept. of
Education
BN 246
IPEDCo BN 245
YOU ARE HERE
BN 234
BN 243
BN 244
BN 229
Amphitheater
BN 228
Exit to
Barat North Courtyard
BN 235
BN 241
BN 242
BN 227
BN 236
BN 226
BN 237
BN 225
Barat North Courtyard
Center for
Languages
y
& Cultures
BN 224
BN 238
BN 239
LAD Project
BN 223
Restroom Restroom
Continuing
Education
BN 240
A
N
Legend
Extinguisher
A Elevator
USCB-013 April 2013



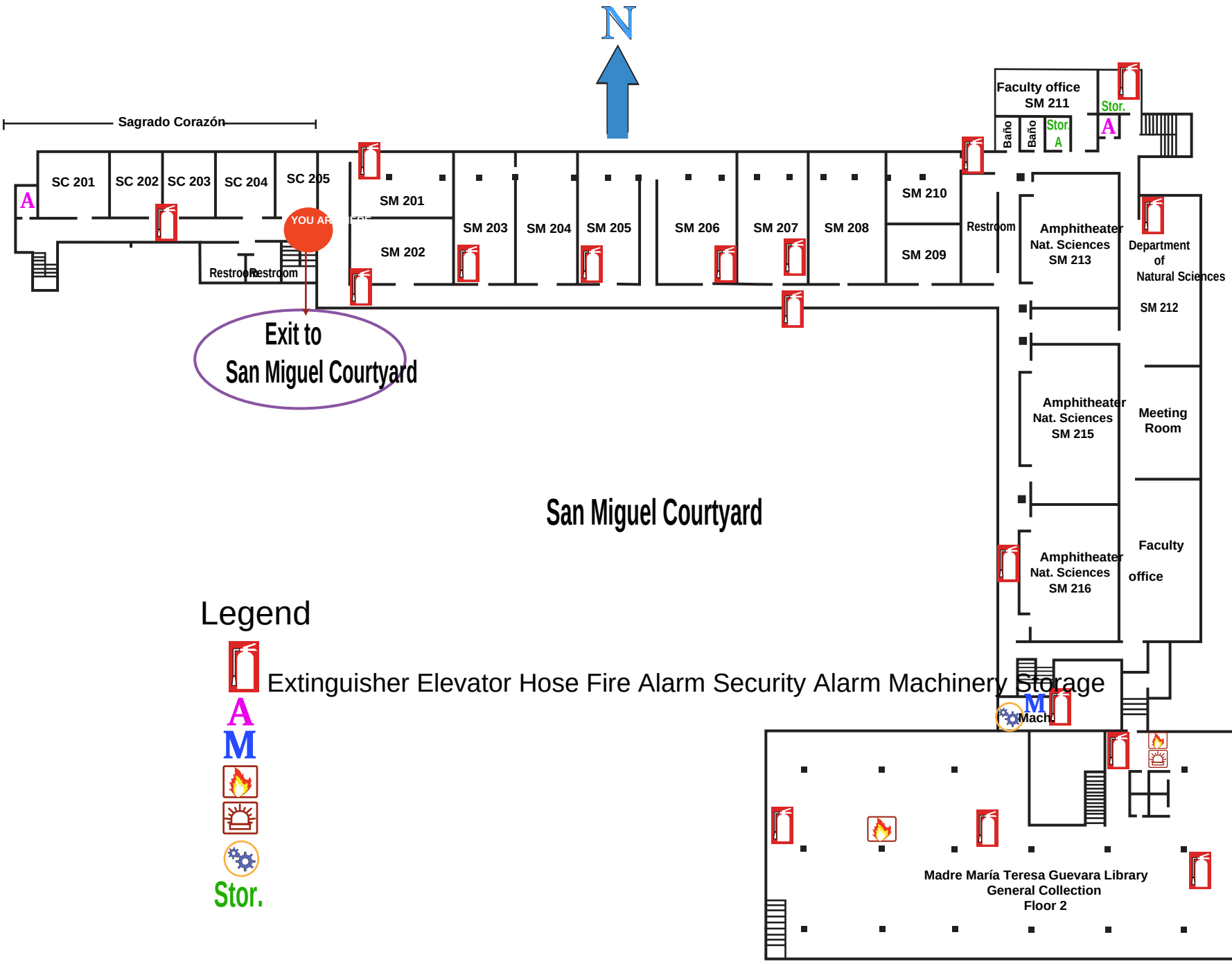
USCB-014 April 2013


Labs A and B
Black and White Photography Lab: BN 402
BN 403
BN 404
Nursing Program
BN 405
You are here
Office
Photo Studio
Exit to
Barat North Courtyard
BN 406
Amphitheater
BN 401
BN 407
BN 408
Restroom Restroom
Barat North Courtyard
421
422
420
423
419
424
418
425
417
426
416
427
415
428
414
429
413
430
412
431
411
432
409
410
433
Legend
Extinguisher Elevator
A
BN 446
A
BN 445
BN 444
BN 443
BN 442
BN 441
BN 440
BN 439
BN 438
BN 437
Restroom
BN 436
Room
Faculty
BN 435
Interdisciplinary
School of
Humanistic and
Social Studies
BN 434


BN 500
BN 501
BN 502
BN 503
BN 504
BN 505
BN 506
Social Work Program BN 507
YOU D ARE HERE
Exit to Barat North Courtyard
BN 508
BN 509
BN 510
BN 511
Barat North Courtyard
N
Restroom Restroom
524
525
523
526
522
527
521
528
520
INIPRODEH
519
518
529
517
516
530
515
514
531
513
532
512
533
Legend
Extinguisher Elevator
A
A
BN 545
544
543
542
541
540
539
BN 538
Restroom
537
BN
BN 535
536
BN 534
USCB-016 April 2013



USCB-018 April 2013



Legend

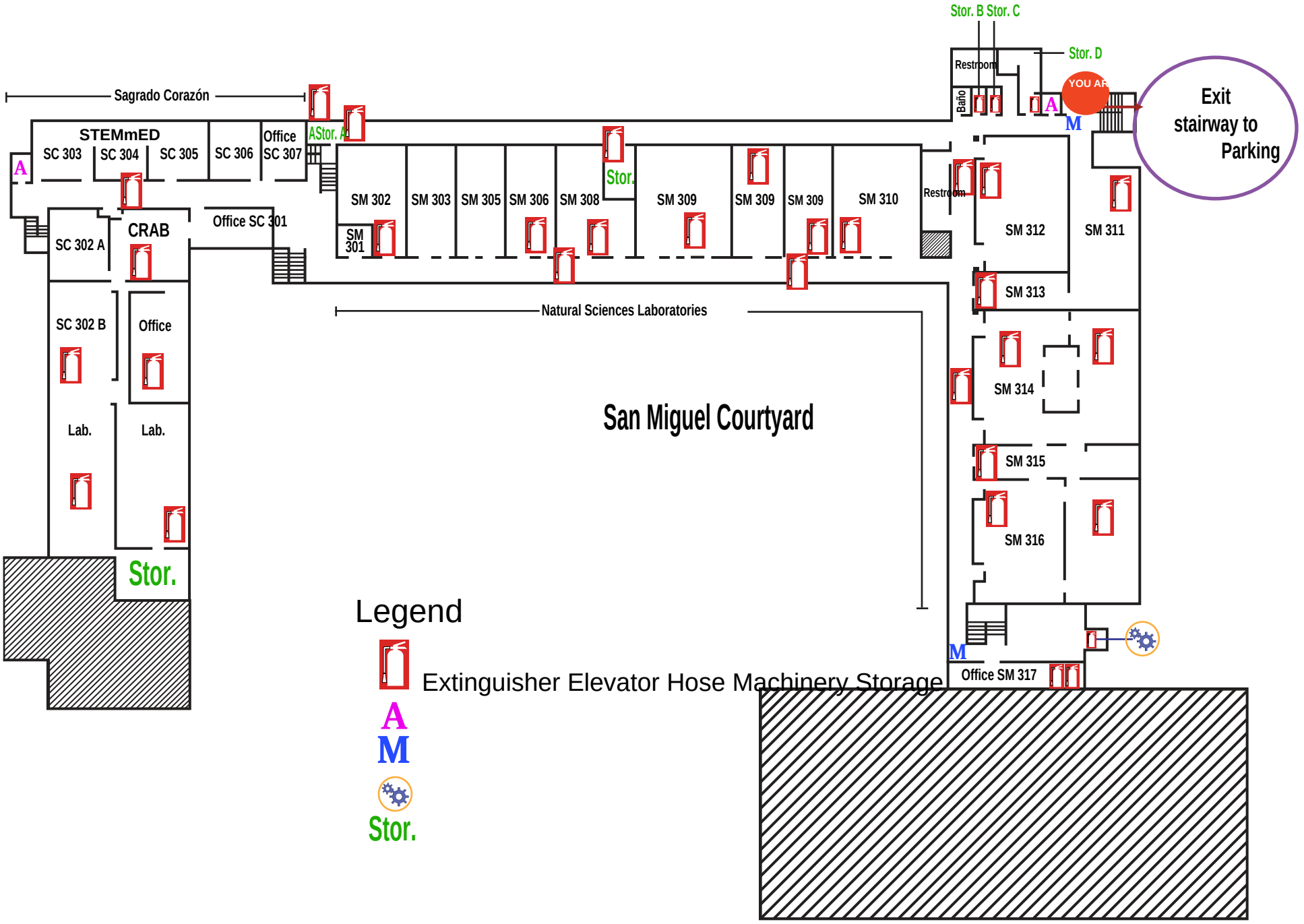
Extinguisher Elevator Hose Fire Alarm Security Alarm Machinery Storage

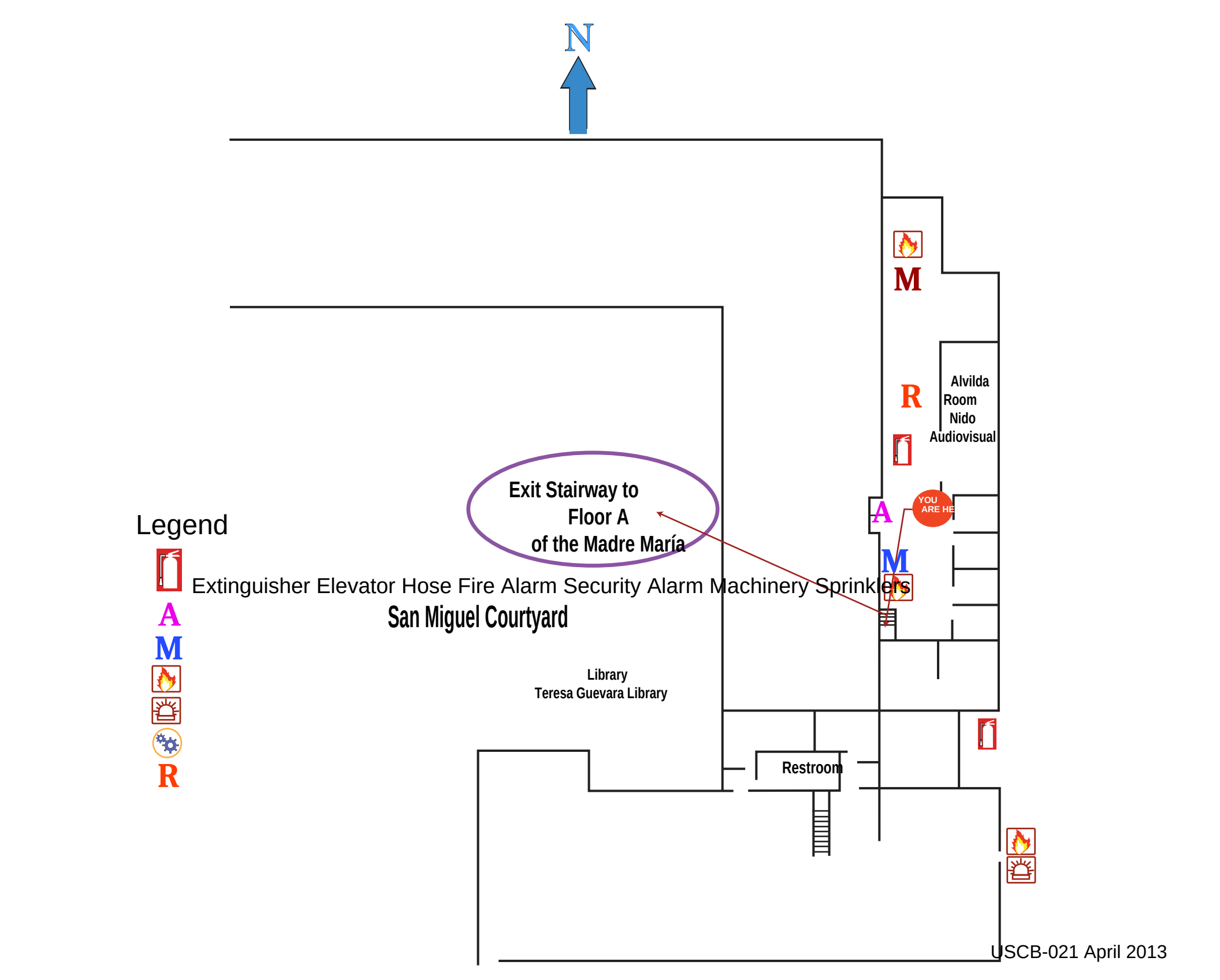
A

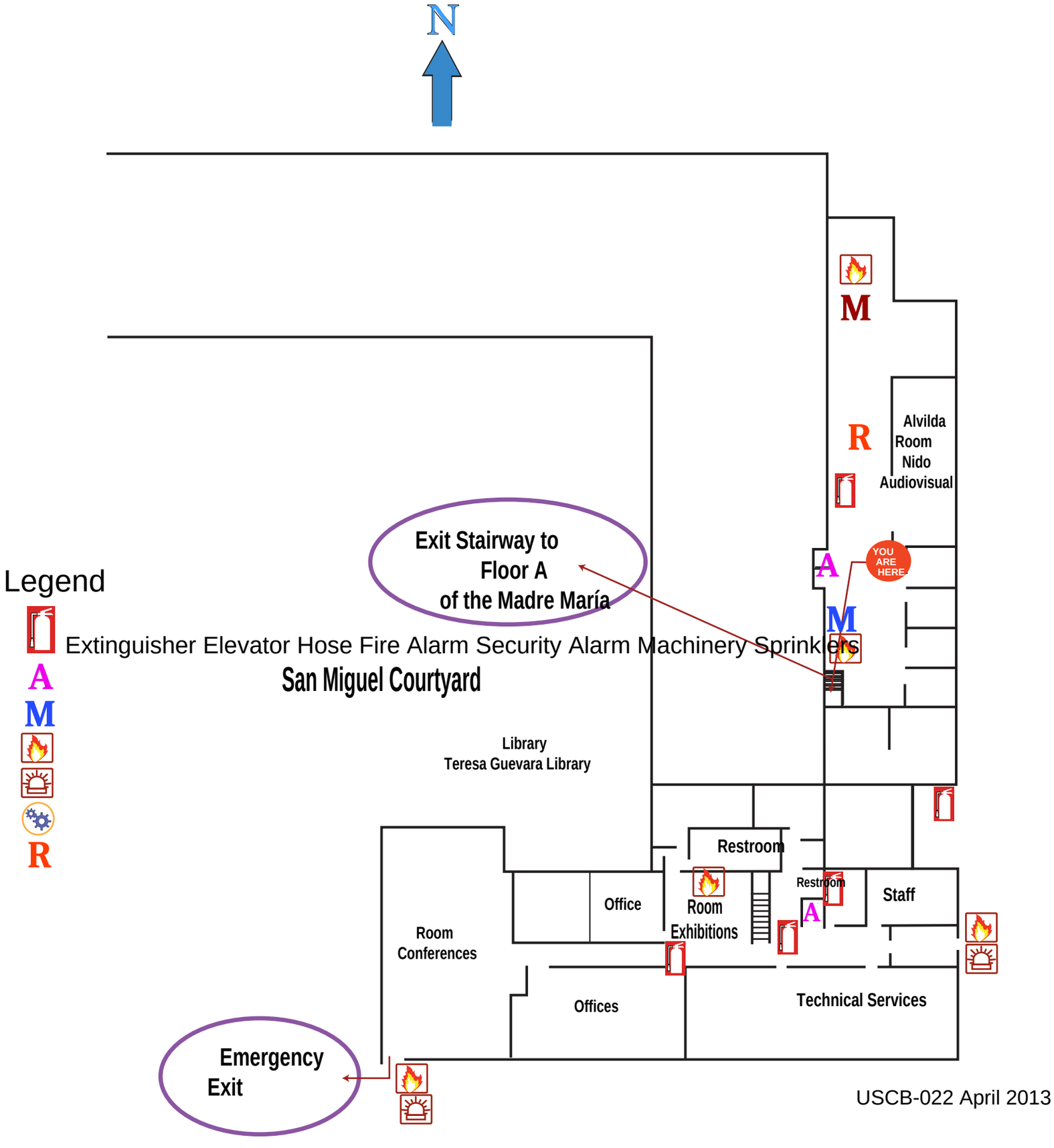
M

Stor.

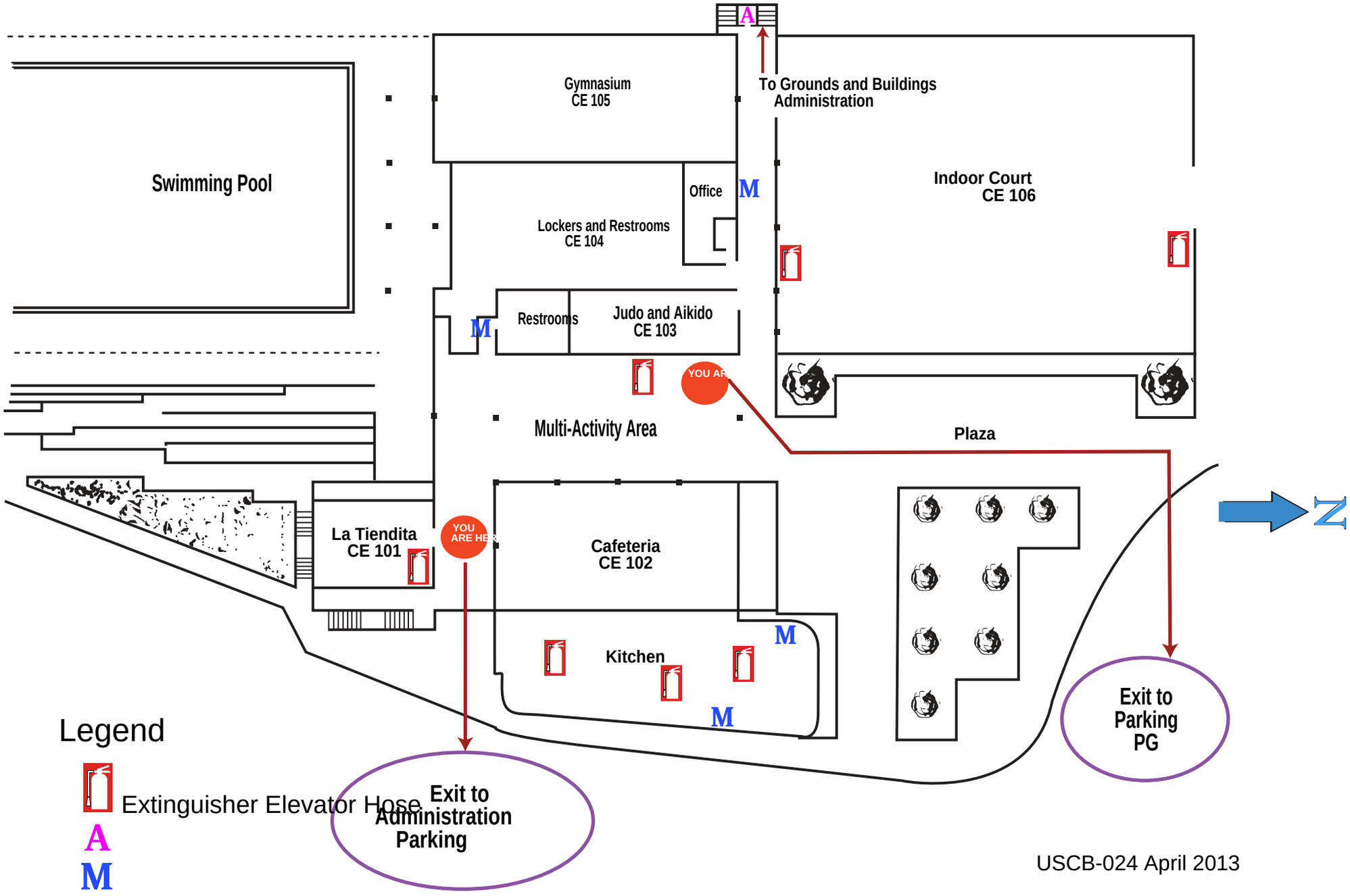
USCB-019 April 2013


Stor. B Stor. C
Stor. D
Restroom
Baño
YOU AR
A
M
Exit
stairway to
Parking
Sagrado Corazón
STEMmED
SC 303
SC 304
SC 305
SC 306
Office
SC 307
AStor. A
A
SM 302
SM 303
SM 305
SM 306
SM 308
Stor.
SM 309
SM 309
SM 309
SM 310
Restroom
SM 312
SM 311
SM
301
CRAB
SC 302 A
Office SC 301
SM 313
Natural Sciences Laboratories
SC 302 B
Office
SM 314
San Miguel Courtyard
Lab.
Lab.
SM 315
SM 316
Stor.
M
Office SM 317
Legend
Extinguisher
Elevator
Hose
Machinery
Storage
A
M
Stor.

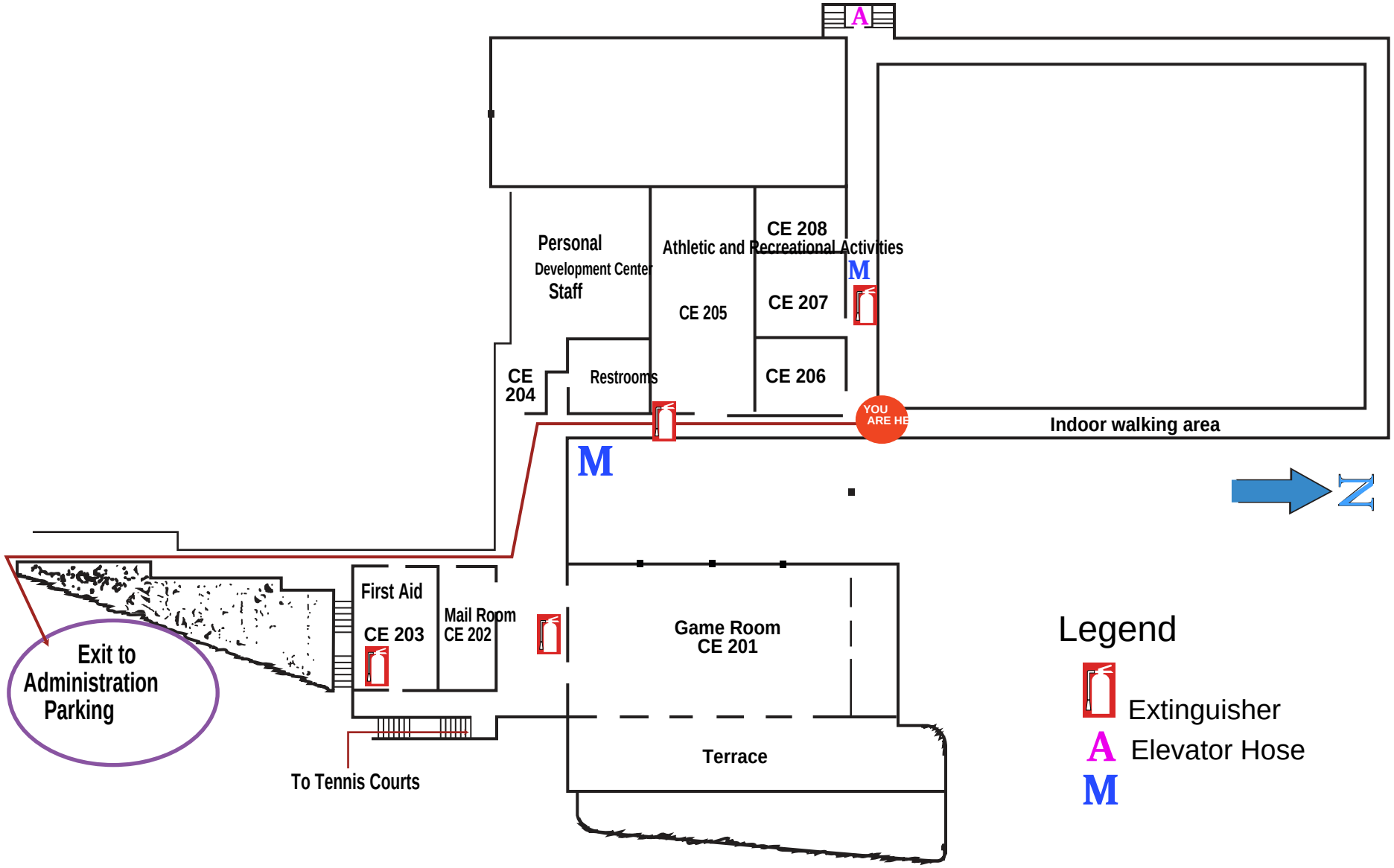

N
M
R
Alvilda
Room
Nido
Audiovisual
Exit Stairway to
Floor A
of the Madre María
A
YOU
ARE HE
M
Legend
Extinguisher Elevator Hose Fire Alarm Security Alarm Machinery Sprinklers
A
M
R
San Miguel Courtyard
Library
Teresa Guevara Library
Restroom



USCB-022 April 2013



USCB-024 April 2013



USCB-025 April 2013

26.0 INCIDENT REPORT AT THE UNIVERSIDAD DEL SAGRADO CORAZÓN

DATE/TIME OF INCIDENT: _____

DATE/TIME NOTIFICATION RECEIVED: _____

PERSON NOTIFIED AND HOW (telephone, cell phone, SMS, in person)

_____

DESCRIPTION OF THE INCIDENT (Who, what, when, where, how)

_____

_____

_____

_____

RESPONSE REQUIRED YES /NO _____

DESCRIPTION OF THE INCIDENT RESPONSE (If no additional response was required, the information will be provided to the University's internal procedures. Such information will be used to evaluate the University Plan and to detect failures in communication, internal procedures, and the response of faculty, residents, employees, students and visitors in emergencies, and for the subsequent review and correction of those documents)

_____

_____

_____

_____

DETAIL EQUIPMENT USED IN THE RESPONSE OR FOR PERSONAL SAFETY

_____

_____

_____

_____

26.0 INCIDENT REPORT AT THE UNIVERSIDAD DEL SAGRADO CORAZÓN (Cont.)

COMMENTS (Include any situation or potential problem identified during the incident, recommended improvements to the procedure or anything else that would help improve the Plan)

_____

_____

_____

_____

RESPONSE ENDED DATE/TIME _____

LAST RESPONSE UNIT TO LEAVE THE SCENE

_____

_____

_____

_____

INCLUDE ANY REPORT RELATED TO THE INCIDENT (Fire Department, Police, etc.)

_____

_____

_____

_____

NAME OF THE PERSON PREPARING THE REPORT

_____

DATE REPORT SUBMITTED _____

27.0 PUERTO RICO FIRE DEPARTMENT ASSESSMENT

28.0 PUERTO RICO POLICE

29.0 PROTECTION BENEFIT CLAIMS/INSURANCE POLICY

30.0 UNIVERSITY BLUEPRINTS/SYSTEMS

No.	Identification	Title/Description
1	N/A	Electrical Substation: 38 kV (38,000 v) “Single Line Diagram of Power Distribution”
2	ES-1	38 kV Substation Sections and Details
3	ES-2	38 kV Substation Sections and Details
4	ES-3	38 kV Substation Sections and Details
5	E-4	38 kV Electrical Substation – Substation Schedule
6	N/A	Universidad del Sagrado Corazón – “Site Plan” Legend
7		
8		
9		
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31.0 COMMUNICATION SYSTEMS, TYPE AND LOCATION

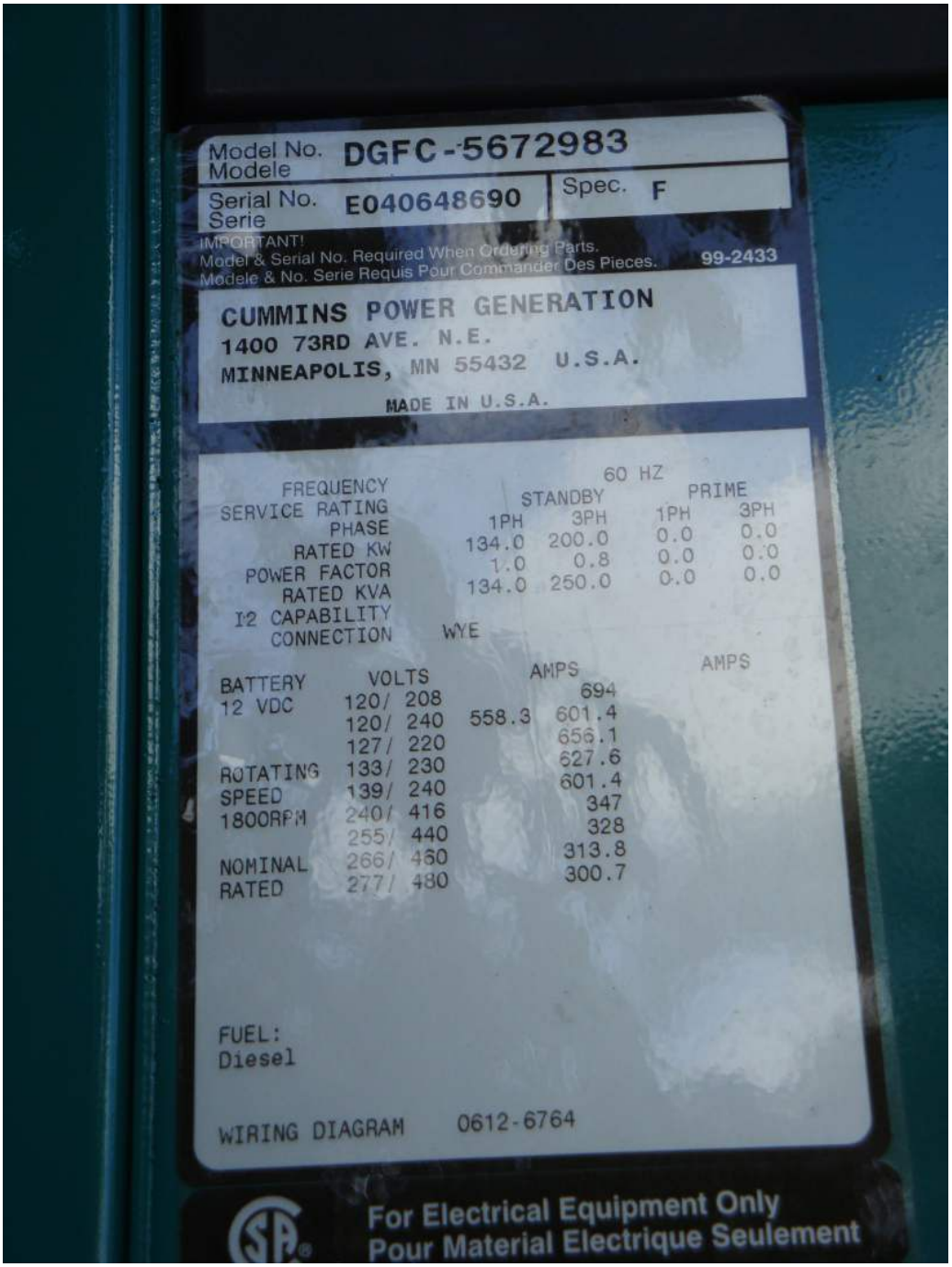
32.0 FIRE ALARM INFORMATION

33.0 FIRE EXTINGUISHER, SPRINKLER AND HOSE INFORMATION

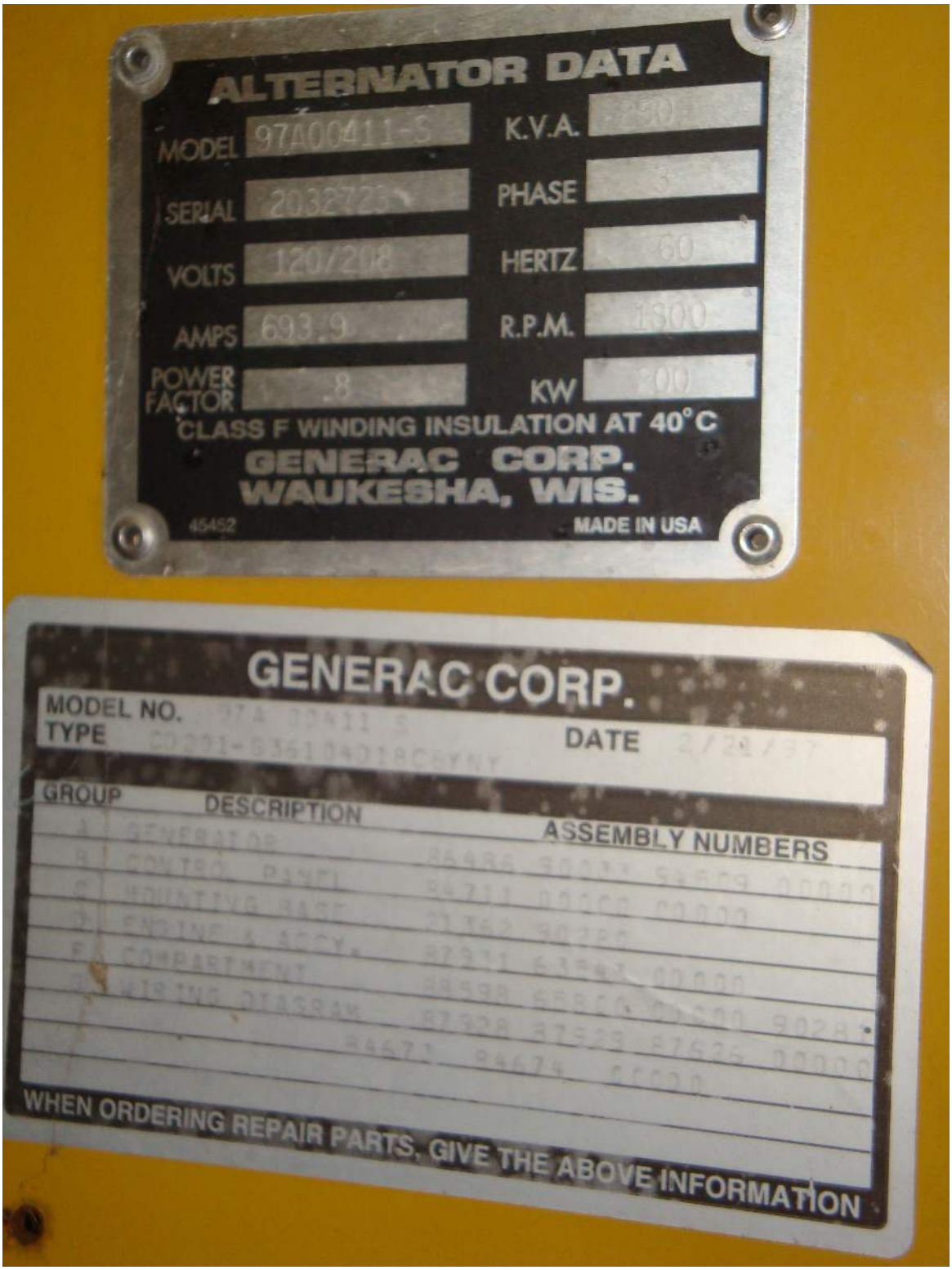
34.0 ELECTRIC GENERATOR INFORMATION

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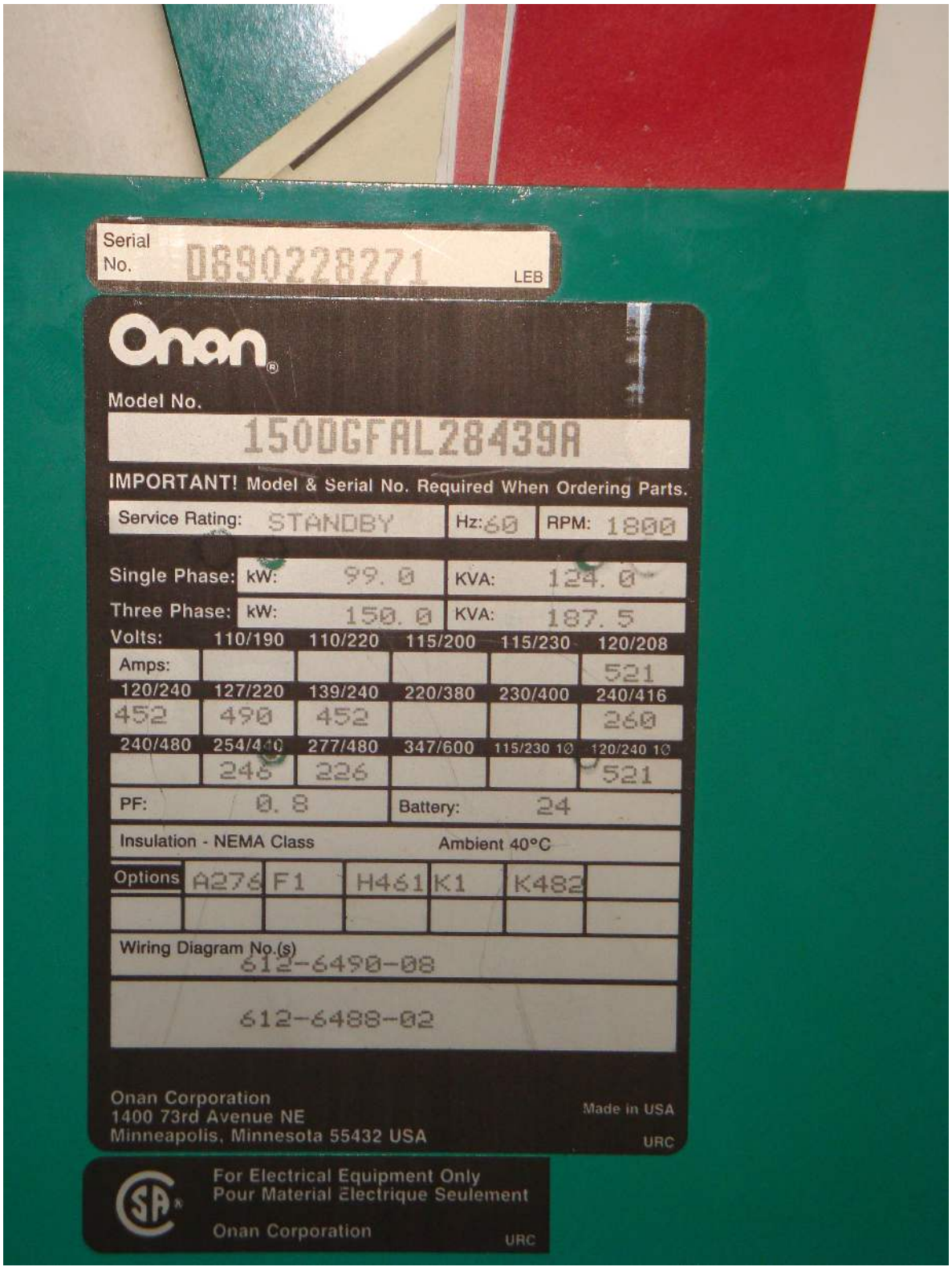
UNIVERSIDAD DEL SAGRADO CORAZÓN
ELECTRIC GENERATOR - MEN'S RESIDENCE HALL



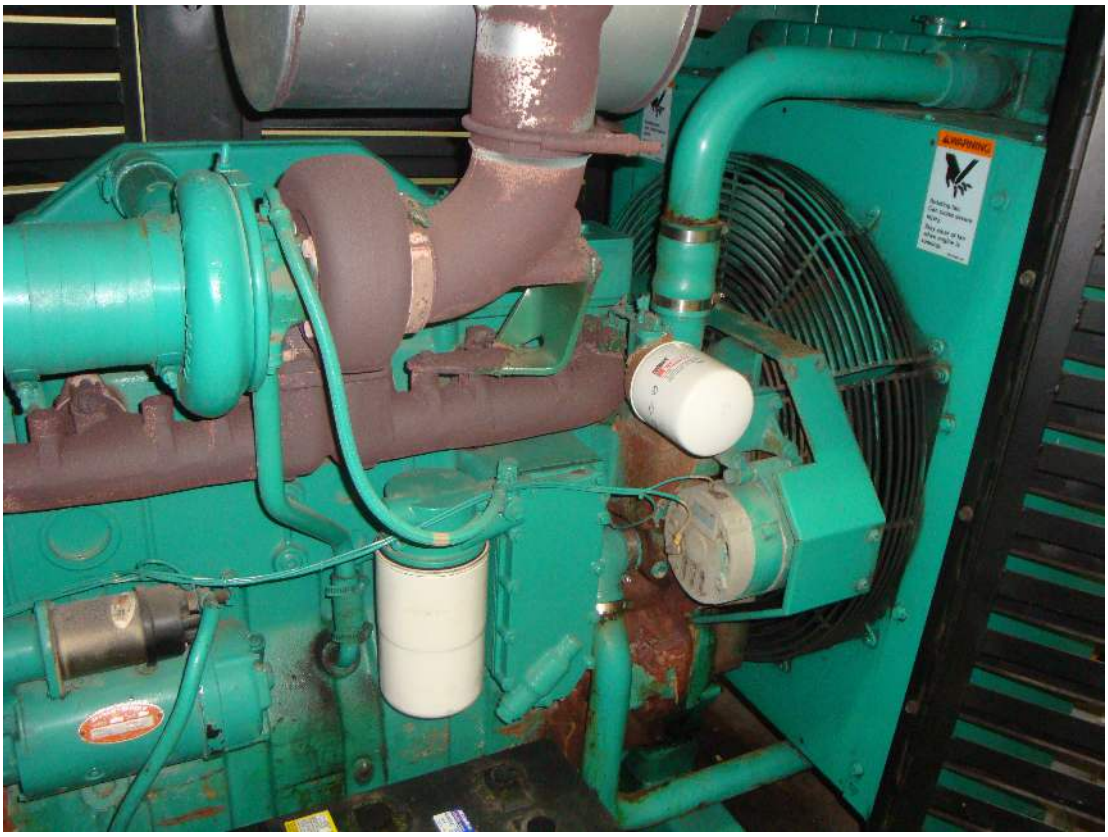
UNIVERSIDAD DEL SAGRADO CORAZÓN ELECTRIC
GENERATOR - WOMEN'S RESIDENCE HALL



UNIVERSIDAD DEL SAGRADO CORAZÓN
ELECTRIC GENERATOR - SAGRADO CORAZÓN BUILDING



UNIVERSIDAD DEL SAGRADO CORAZÓN
ELECTRIC GENERATOR - SAGRADO CORAZÓN BUILDING



35.0 ELEVATOR INFORMATION

36.0 SWIMMING POOL INFORMATION

37.0 ELECTRIC GATE INFORMATION

38.0 HAZARDOUS MATERIALS MANAGEMENT

No.	Identification	Title/Description
1	N/A	Handling, storage and disposal of hazardous waste,
2	N/A	Regulated Biomedical Waste Management, Storage and Disposal Plan
3	N/A	Procedure for the Disposal of Hazardous Waste
4	N/A	Used Light Bulb Management, Storage and Disposal Plan
5		
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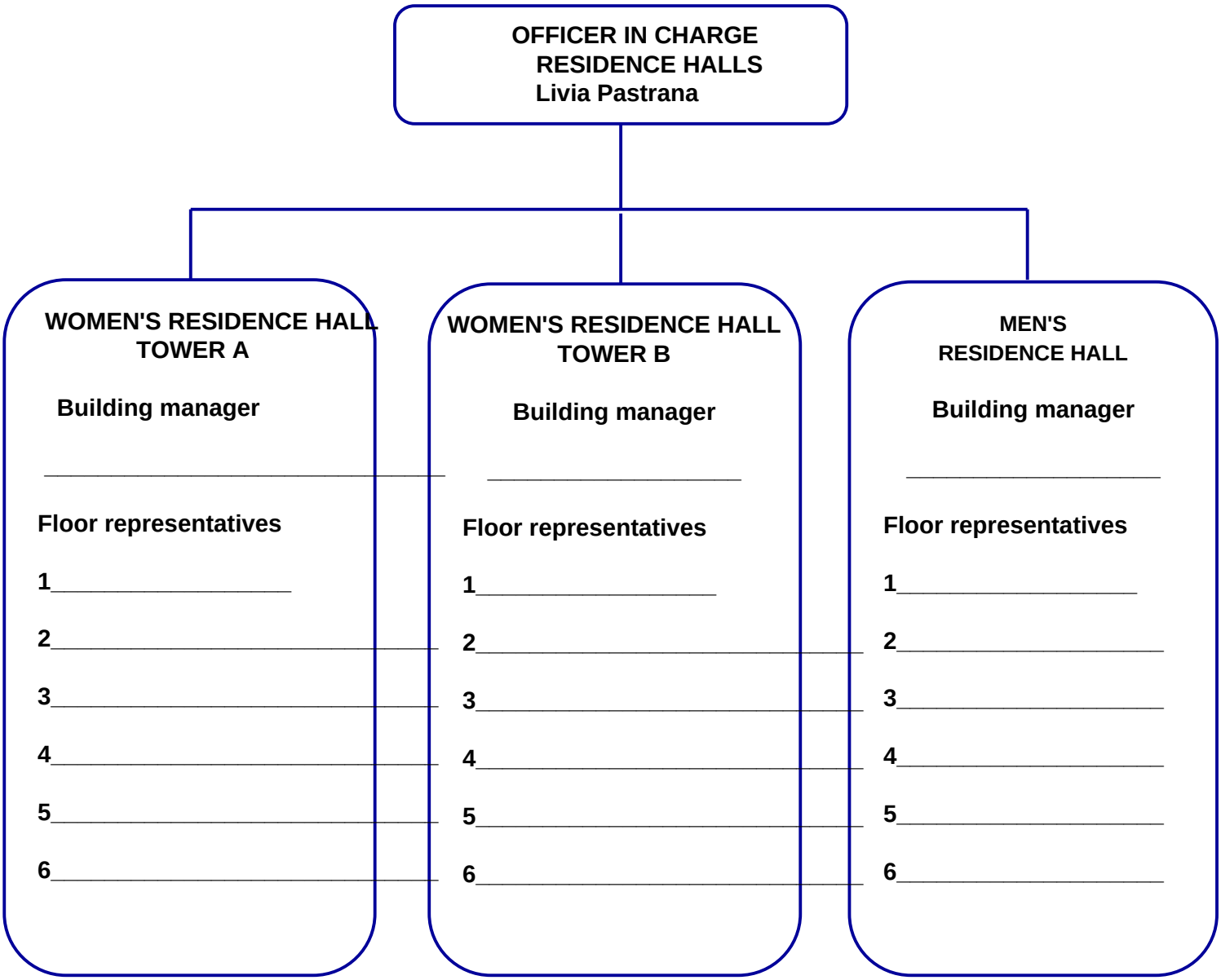
39.0 STUDENT RESIDENCE HALLS

UNIVERSIDAD DEL SAGRADO CORAZÓN

RESIDENCE HALLS

Management and Organization

Multi-Hazard Emergency Operations Plan
Emergency Operations Center (EOC - NIMS/ICS)



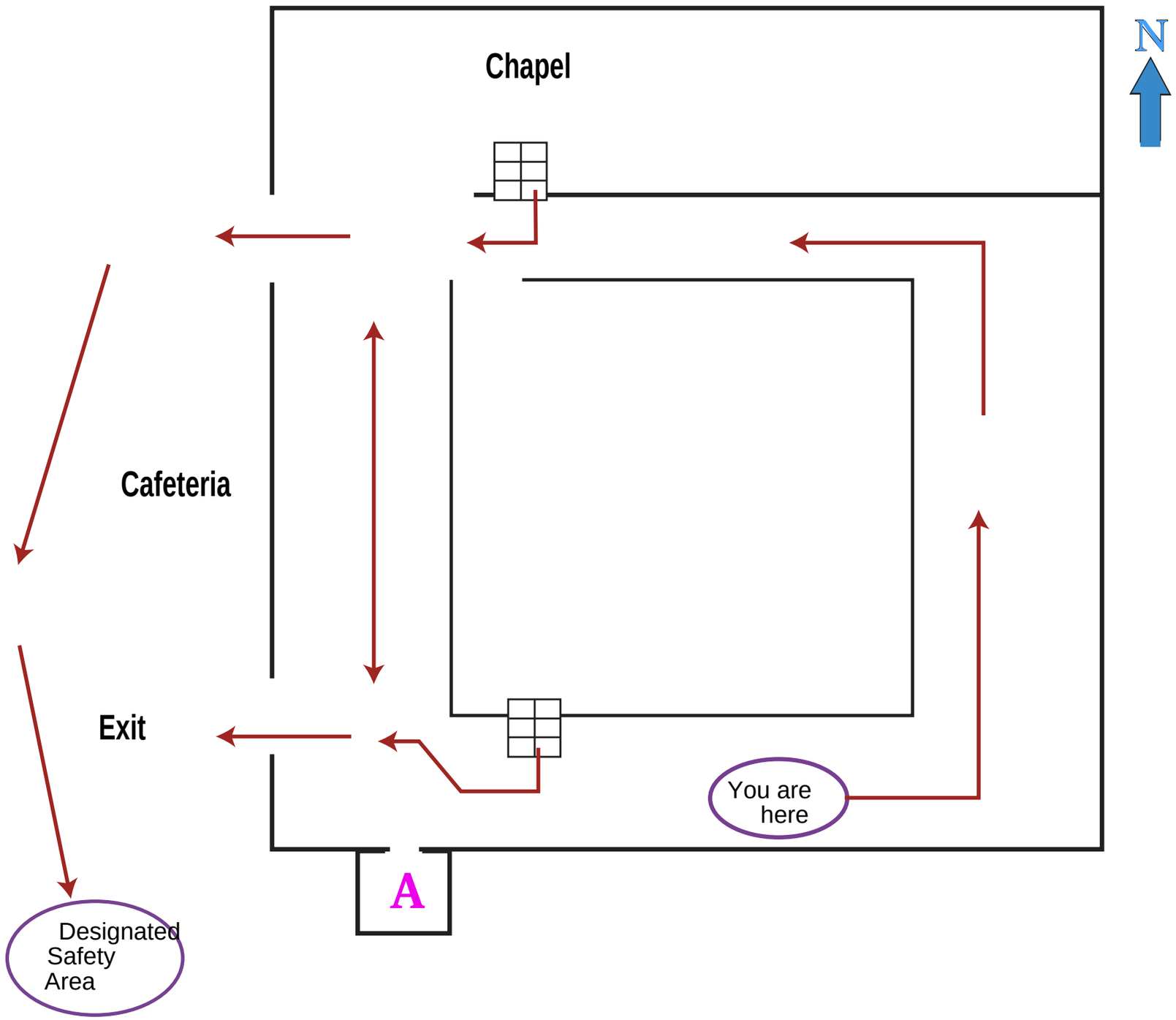
40.0 COOPERATIVE PRESCHOOL CENTER

41.0 SENIOR SISTERS' RESIDENCE

Evacuation Plan

Senior Sisters' Residence - FLOOR 1

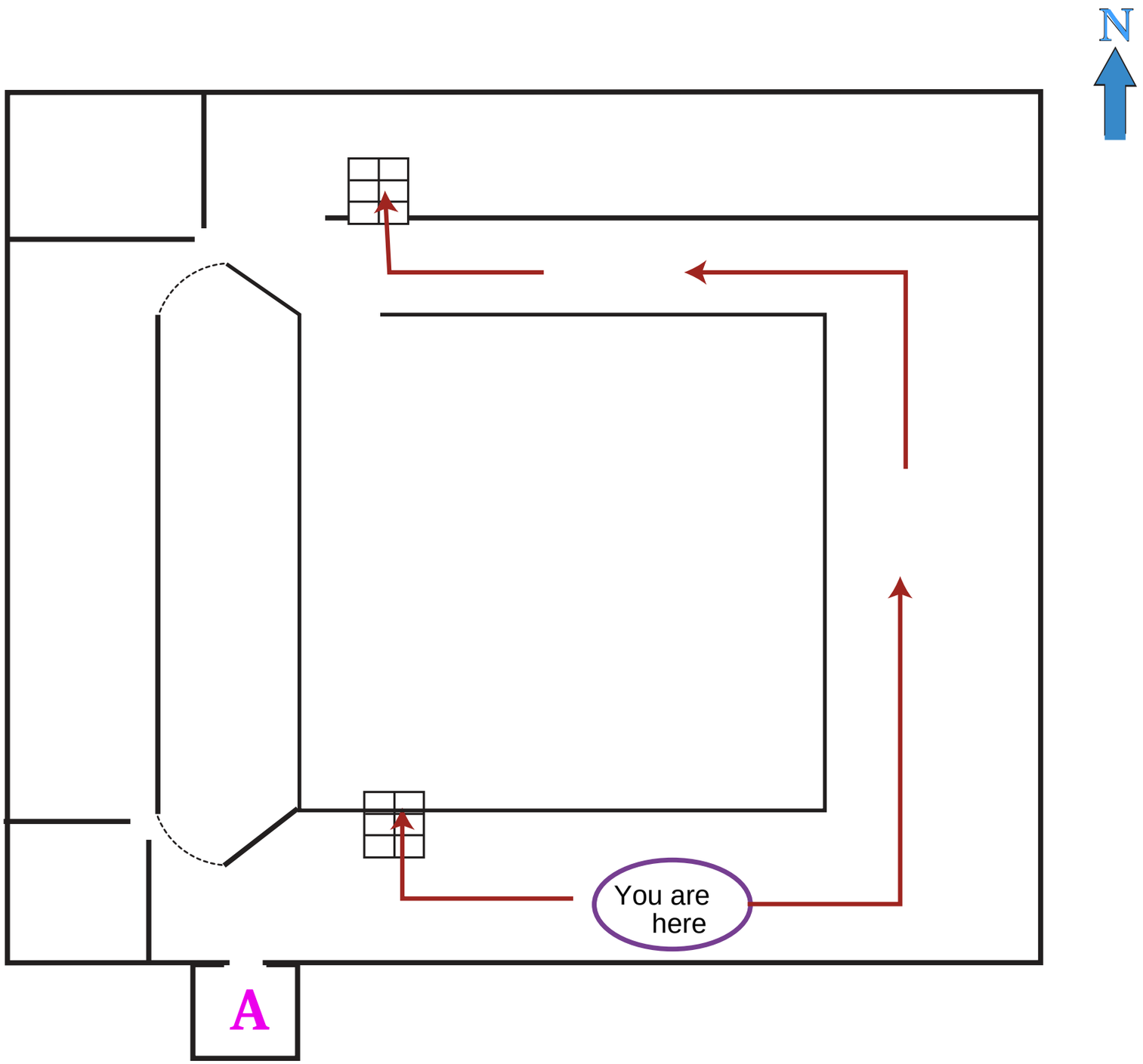
Universidad del Sagrado Corazón



Evacuation Plan

Senior Sisters' Residence - FLOOR 2

Universidad del Sagrado Corazón



42.0 “UPWARD BOUND” PROGRAM

43.0 UNIVERSIDAD DEL SAGRADO CORAZÓN DETAILS

UNIVERSIDAD DEL SAGRADO CORAZÓN
MAIN SUBSTATION 38KV (38,000V)





UNIVERSIDAD DEL SAGRADO CORAZÓN
MEN'S RESIDENCE HALL



VOLUME II - EMERGENCY PROCEDURES, INSTRUCTIONS AND LOG

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ANNEX 1 UNIVERSITY DISASTER PREPAREDNESS

ANNEX 1.1 Staff Checklist

a) Review the University's Multi-Hazard Disaster and Emergency Plan with the Emergency Management Committee (ICS).

b) All members of the Emergency Management Committee and the Volunteers must prepare their family members for a disaster, in case they have to be away for several days.

c) The **Emergency Management Committee** must coordinate the preparation of the emergency backpacks and the first aid kit. Each member of the **Emergency Management Committee** must prepare his or her own backpack and make sure that everyone brings the supplies requested for their individual emergency backpack and the canned or dry food to be used if an earthquake occurs.

The emergency backpack must contain the following:

- drinking water
- steel bar
- batteries
- plastic bags
- food bars (high in calories) first aid kit work gloves
-
-
- board game
- flashlight with batteries
- white blanket
- battery-powered portable radio
- salt
- sugar
- light stick and whistle

ANNEX 1 UNIVERSITY DISASTER PREPAREDNESS (Cont.)

ANNEX 1.1 Staff Checklist (Cont.)

The first aid kit must contain:

- rubbing alcohol for wounds adhesive tape
-
- cotton
- assorted box of adhesive bandages antiseptic
-
- antibiotic
- gauze
- hydrogen peroxide
- eye drops
- scissors
- acetaminophen or pain relievers latex gloves
-

d) Correct or remove the hazards identified in your area by the University's risk assessment.

e) Instruct students and anyone else to prepare for an emergency: fire prevention; putting out burning clothing with the stop, drop and roll exercise. Prepare for an earthquake: drop, cover and hold on. In hazardous materials incidents: shelter, shut and listen.

f) Participate in emergency drills.

g) Know who is assigned as your partner and coordinate with him or her.

h) Get certified in First Aid and CPR through the American Red Cross.

i) Get trained and be prepared to carry out your tasks as part of the emergency groups in the event of an earthquake.

j) You must be trained in how to use a fire extinguisher.

ANNEX 2 PREPARATION FOR EVACUATING THE UNIVERSITY GROUNDS

ANNEX 2.1 Building Evacuation

Students and other people must evacuate the building in an orderly manner, using the primary or secondary route indicated in **SECTION 25.0**. These routes will be selected taking into account students with disabilities. The emergency backpacks, individual emergency bags and the first aid kit must be taken along. The meeting area must be a safe place on the University grounds, away from buildings, areas with electrical cables and the receiving area for any emergency response teams that may arrive at the University. A list of the students and staff in the group must be prepared and delivered to the Emergency **Officer in Charge** or a representative of the Emergency Management Committee.

ANNEX 2.2 Evacuation of the University Grounds

This action will be implemented if there is no safe place on the grounds of the University. Students, faculty and staff will evacuate the buildings as indicated above. The grounds must be evacuated on foot, following the primary or secondary route indicated in **SECTION 25.0**. The persons in charge must carry the emergency backpacks, individual emergency bags and the first aid kit.

ANNEX 2.3 Evacuation by Bus

Enough buses must be requested to accommodate all students and staff. Groups must be kept together so that the designated persons can account for everyone. **A record of the people must be made before leaving the University grounds.** Bus drivers will take the safest routes to the designated meeting place after the evacuation. Avoid driving on flooded streets and crossing bridges over overflowing rivers, as well as other dangerous places. Upon arrival at the safe meeting place, people will be counted again. Attendance will be reported to the Operations Officer or designee.

ANNEX 2 PREPARATION FOR EVACUATING THE UNIVERSITY GROUNDS (Cont.)

ANNEX 2.4 Evacuation by Other Types of Vehicle

If the buses cannot arrive at the University quickly, or are not available, consider other modes of transportation. Make a list of the available vehicles of the University, its staff and volunteers. Drivers must take the safest route to the reunion site. Prepare a record of the people before starting the transfer to the safe place. **This evacuation method should be used only in the case of an**

evacuation due to an extreme emergency, because of the high likelihood of not being able to carry out the reunion within the University.

ANNEX 2.5 Evacuation on Foot

If it is safe, the people present at the time of the emergency may walk to the nearest designated safety area. Everyone must walk in orderly lines, through safe places. They must follow the safest route to the reunion site indicated in **SECTION 25.0**. The headcount must be checked before leaving the University grounds and after arriving at the site.

ANNEX 3 SAFETY AND FIRST AID KIT FOR CLASSROOMS

The effective participation of the persons designated by the Emergency Management Committee from the beginning of the Plan's development is essential so that they understand the need to prepare and work for the people in the vicinity. For this reason, their assistance is vital so that each classroom has a safety backpack. For this purpose, the Emergency Management Committee must organize a Safety Backpack Committee, as part of the First Aid Group. This committee must prepare, supervise and safeguard the backpacks. These backpacks must be placed in recognizable places, except in the case of an emergency.

Quantity	Equipment	Check
1	gauze pads (4x4)	
1	gauze pads (2x2)	
1	bottle (plastic) of alcohol	
1	bottle (4 oz. plastic) of antiseptic	
1	eye patches disposable	
1	masks	
1	roll of 2” cloth adhesive tape	
1	bottle (plastic) of eye irrigation solution	
1	scissors (preferably paramedic type)	
1	antibiotic (ointment) Small	
1	notebook	
1	Battery-powered portable	
1	radio Batteries for the radio	
	List of students	

Quantity	Equipment	Check
1	gauze pads (8x10)	
1	box of assorted bandages	
1	bottle of wet wipes	
1	roll of 1” cloth adhesive tape	
1	disposable plastic gloves	
1	rolls of 3” elastic bandage	
2	rolls of 2” elastic bandage	
2	bottle (plastic) of hydrogen peroxide	
1	non-aspirin pain tablets (acetaminophen)	
1	Small bottle of antacid and anti-diarrheal	
1	allergy capsules box of	
1	markers (thick and fine tips)	
1	Battery-powered flashlight	
1	Batteries for the flashlight	

ANNEX 4 PREPARATION OF EMERGENCY EQUIPMENT FOR DISASTERS

When a disaster occurs it is crucial to be as self-sufficient as possible. You must be prepared to take care of yourself and those closest to you for an indefinite period of time. Since it is difficult to determine when, where and how the next disaster will occur, you should think carefully about the items that can substantially improve your situation during a disaster.

Guide to products that should be part of the survival kit.

ANNEX 4.1 Consumer Products

a) Drinking water, and water treatment tablets or liquid chlorine (tablets, drops, purifiers). Gallons of water must be stored in an appropriate place.

b) Non-perishable or canned food, manual can opener.

c) Non-prescription medications (you must have information regarding the storage of these medications) and over-the-counter products such as aspirin, ibuprofen, an antibiotic.

d) Sanitary and baby items.

e) First aid kit and its manual.

f) Insect repellents.

g) Sunscreen.

ANNEX 4.2 Survival Items

a) Flashlight, multi-purpose tool, waterproof matches, extra batteries, replacement bulbs.

b) Battery-powered or hand-crank radio.

c) Change of clothes and sheets or other clothing to keep warm.

Knowledge of first aid techniques can be the difference between life and death. Taking first aid and cardiopulmonary resuscitation (CPR) training is emphasized; it is available from the State Emergency Management and Disaster Administration Agency (AEMEAD), the Municipal Office for Emergency Management and Disaster Administration (OMMEAD), the American Red Cross Puerto Rico chapter and other entities.

ANNEX 5 EMERGENCY PREVENTION TIPS

ANNEX 5.1 Avoid Accumulation of Garbage

The accumulation of garbage generated daily can provide an environment conducive to the spread of a fire. To reduce this risk, it is recommended that all combustible waste material be placed at least six (6) feet from any heat or electrical source, such as electrical cables, water heaters, ovens, motors, etc.

ANNEX 5.2 Improper storage of combustible and flammable materials

Improper storage of materials can contribute to starting and spreading a fire. To reduce the risk from this hazard, the following procedures must be followed:

a) All flammable liquids must be stored in approved containers. If flammable liquids are removed from their original container, they must be stored in a correctly labeled container and safe location that meets the hazardous waste handling requirements of the National Fire Protection Association (NFPA).

b) Do not store flammable or combustible materials near a heat source. If there is any doubt about storage requirements, consult the label or the appropriate Material Safety Data Sheet (MSDS), or contact the product distributor or the Fire Department.

ANNEX 5.3 Organization in the classroom, offices, workplace

One of the simplest ways to prevent emergencies is to keep the space in the classroom, workplace, office and building well organized on a frequent basis. This includes but is not limited to:

c) Making sure that hallways, doors, stairways, fire department water connections, fire extinguishers, fire alarms and emergency exits are not blocked by boxes, furniture, or closed, jammed or defective doors.

d) Hallways and stairways must be free of debris, garbage and other objects that impede the normal flow of people.

e) Damaged or faulty electrical lines must be repaired or replaced. **NEVER TRY TO EXTINGUISH AN ELECTRICAL FIRE WITH WATER. IT CAN BE FATAL!**

ANNEX 6 INCIDENTS RELATED TO MEDICAL EMERGENCIES

ANNEX 6.1 If the victim is conscious/unconscious

Contact the Emergency Management Officer in Charge indicating:

a) Location of the affected person.

b) Type of emergency.

c) Condition of the affected person.

d) Any dangerous condition or situation.

e) Do not move the affected person unless approved by a medical authority, or unless the person's life is in immediate danger.

f) The Officer in Charge will contact the First Aid Area for an evaluation.

ANNEX 6.2 Responsibilities of the Officer in Charge

If the First Aid person indicates that further treatment is required:

a) An ambulance must be called.

b) The Security Office must be contacted to allow the ambulance to enter.

c) The family of the affected person must be contacted.

d) The Officer will coordinate the arrival of the affected person at a hospital.

e) The Officer will coordinate signals to direct emergency response personnel to the place where the affected or injured person is located.

f) The Officer will designate a volunteer to stay with the affected person until a family member arrives at the University or at the hospital.

ANNEX 7 CODE ADAM – MISSING MINOR/STUDENT

The **"CODE ADAM"** security protocol will be activated by the University's Officer in Charge or his or her representative when the person responsible for a minor notifies **any employee working at the University** that a minor is missing; the employee will obtain from the person responsible (parent, guardian, relative) a detailed description of the minor, including, but not limited to, name, age, eye color, height, weight and clothing, particularly shoes.

RESPONSIBILITIES:

a) Emergency Management Committee personnel will communicate as quickly as possible, through the loudspeaker system or any other means of communication, an alert that **"CODE ADAM"** has been activated, and will provide a detailed description of the minor with the information provided by the person responsible.

b) Disaster and Emergency Management Committee personnel will escort the person responsible to a designated University Office to help identify the minor.

c) The Emergency Officer in Charge will contact the Security Office to monitor all exits and ensure that the minor does not leave without the person responsible. In addition, other employees, as deemed necessary, will be assigned to search the University parking areas.

d) At the building exits, people leaving with a minor will be asked to go through the main exit, previously established by the Emergency Management Officer in Charge. If, after arriving there, they insist on leaving the grounds, they will be allowed to do so once it is determined that the child leaving is not the student being sought and the parent, guardian or person responsible presents an official photo identification issued by the Commonwealth of Puerto Rico, a photo driver's license from any U.S. state, or a passport with photo.

e) After announcing "**CODE ADAM**" over the loudspeakers or through any other means of communication, employees will search the entire building, and two or more of them, as deemed necessary, will be assigned to each floor to certify that the minor is not in the building.

ANNEX 7 "ADAM" CODE – MISSING CHILD/STUDENT (Cont.)

RESPONSIBILITIES: (Cont.)

f) If the minor is not found within ten (10) minutes, the Officer in Charge will call the emergency telephone number **911** and report the situation so that security and emergency agency personnel come to the site immediately.

g) If the minor is found unharmed and appears to have gotten lost in the building, he or she will be handed over to the parent, guardian or person responsible immediately. If found accompanied by a person other than the parent, guardian or person responsible, the most reasonable means must be used to delay that person's departure from the building until a Puerto Rico Police officer arrives and properly identifies that person.

h) At the end of the procedure, the cancellation of "**CODE ADAM**" will be announced over the loudspeakers, and the Officer in Charge or designee will prepare a report on the incident, which will be kept in the administrative files for a period of three (3) years.

ANNEX 8 CHEMICAL PRODUCT ACCIDENTS

NOTE: THE UNIVERSIDAD DEL SAGRADO CORAZÓN HAS DEVELOPED PROTOCOLS FOR HANDLING THIS TYPE OF EMERGENCY. REFER TO SECTION 38.0 OF THIS PLAN FOR THE REQUIRED PROCEDURES

ANNEX 8.1 Inside the University

This incident could result from a spill of cleaning chemicals within the University facilities, in a laboratory due to the mishandling of a material in classrooms, or from a ruptured gas line. If any of these accidents endangers the students or staff, take the following actions:

a) Contact the **Emergency Management Officer in Charge** or designee. Determine whether an evacuation is required.

b) Notify the local authorities of the incident: the Municipal Office for Emergency Management, the Environmental Quality Board and **911**.

c) The **Officer in Charge** must contact the **Operations Officer**: If necessary, and taking into account the wind direction, carry out the University evacuation procedure using the primary or alternate routes. Avoid any exposure to the gases or chemicals.

d) **Staff:** Evacuate the students from the building using the primary or alternate routes. Take the attendance list and the emergency backpack. Verify that all students and employees have left the University building.

e) **Staff:** No student, visitor or employee should be left unattended during the evacuation process.

f) **Staff:** Upon arrival at the safe evacuation site, roll will be called, and attendance must be reported to the **Operations Officer** or his or her representative immediately. Notify the response agencies of any missing person or student.

g) **Staff:** Do not return to the building until the activated **Emergency Response Group** reports that it is safe to return.

ANNEX 8 CHEMICAL PRODUCT ACCIDENTS (Cont.)

ANNEX 8.2 Outside the University

Large-scale chemical accidents may result from a car accident or an industrial accident. If one of these accidents occurs and endangers the students or staff, the following actions must be taken:

a) **Emergency Officer in Charge** or designee: Ask all students to report to the designated meeting place in the building.

b) **Staff:** Close all doors and windows, turn off ventilation systems and listen to the radio (at the shelter location).

c) **Staff:** Keep a record of people. Notify the **Emergency Officer in Charge** or designee of any missing student or person.

d) **Staff:** If necessary, use adhesive tape, cloths, clothing or other material to seal any air leak.

e) **Staff and Emergency Officer in Charge** or designee: **REMAIN AT THE SHELTER LOCATION UNTIL FURTHER INSTRUCTIONS ARE GIVEN.** Stay informed for new instructions.

f) **Staff:** If you believe gas is entering the building, protect everyone by placing cloths or towels over their mouth and nose. Ask everyone to take short, deep breaths.

g) **Emergency Officer in Charge** or designee: If the evacuation order is received, proceed with the University evacuation plan.

h) **Staff:** If necessary, use adhesive tape, cloths, clothing or other material to seal any air leak.

i) **Staff:** Evacuate the students. Take the attendance list.

j) **Emergency Officer in Charge** or designee: Check visually to make sure that everyone has been evacuated.

k) **Staff:** Upon arrival at the safe place, call roll and immediately report attendance to the **Emergency Officer in Charge** or designee.

ANNEX 09 BEE ATTACK

One of the possible problems the University faces, being surrounded by abundant vegetation, is the number of wild and Africanized bees that may roam the surrounding area.

The Africanized bee is also known as the “killer bee”, a term that has been greatly exaggerated. But if they reach the University, the community must be more alert, since the risk of being stung by this bee increases. Learning about the Africanized bee and taking certain precautions can reduce the risk of being stung.

The Africanized bee is very similar to the European honey bee, used as a pollinator in agriculture and for honey production.

Both types of bees look the same and their behavior is similar in many respects. Neither tends to sting when gathering nectar and pollen from flowers, in flight or when resting, but both will do so in self-defense if provoked.

ANNEX 9.1 European Honey Bee and Africanized Bees

a) They look alike.
b) They protect their hives and sting to defend themselves.
c) They sting only once.
d) They have the same venom.
e) They pollinate flowers.
f) They produce honey and wax.

ANNEX 9.2 The Africanized Bee

a) It is less predictable and more defensive than the European bee.
b) It feels threatened when people or animals are within 50 feet of its hive.
c) It attacks more quickly and in greater numbers.
d) It may pursue intruders for a quarter of a mile or more.
e) It tends to nest in small cavities and sheltered areas, such as empty boxes, cans, buckets, old tires, seldom-used vehicles, woodpiles, holes in fences, trees, sheds, garages, spaces between buildings and in any structure.

ANNEX 9 BEE ATTACK (Cont.)

ANNEX 9.3 Precautions

a) Pay attention to buzzing; it indicates that a hive or swarm of bees is nearby.

b) Be careful when entering sheds or structures where there may be a hive.

c) Examine the work area before using lawn mowers, weed trimmers and other motorized equipment.

d) Stay alert when playing sports and doing outdoor activities.

e) Do not disturb a hive or swarm; contact the Emergency Officer in Charge.

f) Organize a meeting with the school community to provide information about the Africanized bee and thus increase safety at the University.

ANNEX 9.4 Protect your Home and the University

a) As a general rule, stay away from all bee swarms or colonies. If you encounter them, move away immediately.

b) Do not run, but if you have to, try to protect your face and eyes as much as possible while running.

c) Take shelter in a car or building. Water and dense vegetation do not offer enough protection.

d) Do not stand still or try to swat them or shoo them away; rapid movements cause bees to sting.

e) Remove objects or places where bees could build a hive.

f) Encourage staff, students and visitors to place juice, soda and coffee cups and juice and soda cans in closed containers. Bees hover around trash cans or garbage in search of sugary drinks.

g) Cover openings larger than 1/8 inch in walls and pipes.

h) Install 1/8-inch wire mesh over roof drains and other existing openings, such as water meters.

i) Once or twice a week, during spring and summer, check whether bees are entering or leaving the same place.

ANNEX 9 BEE ATTACK (Cont.)

ANNEX 9.5 What to Do in Case of Stings

a) First of all, move away quickly to a safe place.

b) Then remove the stingers as soon as you can; the stinger injects more venom during the first minute it is embedded in the skin.

c) Wash the stung area with soap and water, as you would any other wound.

d) Apply crushed ice for a few minutes to relieve pain and swelling.

e) Contact the University's Emergency Officer in Charge, reporting your location and symptoms.

f) Seek medical attention if breathing becomes difficult, if there were multiple stings or if you are allergic to bee stings.

ANNEX 10 AIR POLLUTION EPISODES

ANNEX 10.1 Responsibilities

a) Develop and maintain a record of students and staff who have or are susceptible to respiratory problems. This record must contain information on where they are at different times of the day.

b) Meet with faculty members who run programs with physical activities to determine what alternate activities can be carried out during air pollution episodes.

c) When notified of an air pollution episode by the Emergency Officer in Charge or the news media, inform all your staff and indicate that the people included in the record must remain indoors at the University and suspend all physical activities.

d) Cancel all athletic competitions, practices and any other activity that requires physical exertion.

e) Instruct employees to reduce physical activities.

f) Cancel any event that requires the use of vehicles.

g) Ask your staff, visitors and students to minimize the use of vehicles.

ANNEX 11 INCIDENTS DURING TRIPS OUTSIDE THE UNIVERSITY

ANNEX 11.1 Before Leaving

Make sure the staff in charge has the following information.

a) University permission authorizing students or employees to participate in the trip in an official University vehicle.

b) List of students and chaperones per vehicle.

c) Name of the supervisor or person assigned to each vehicle.

d) Map of the route to be followed.

e) Emergency information, medications and supplies.

f) Driver's name and license number, as well as the vehicle's license plate and registration number.

g) List of important telephone numbers relevant to the trip (including emergency contacts and the cell phone numbers of the chaperones)

h) First aid kit.

ANNEX 11.2 During the Trip

a) Attend to any medical need, bumps or wounds, including symptoms of pain.

b) Call **911** if medical help or police assistance is required.

c) Provide information on the steps taken in any situation; indicate the meeting place and arrival time for receiving the students or people outside the University.

d) Provide an incident report (if any).

ANNEX 11.3 At the end of the trip

a) Take roll of the students and chaperones.

b) Make sure that, in case of emergencies, the parents or guardians have been contacted.

c) Prepare a report indicating any incident, accident or anomaly that occurred before, during or at the end of the trip.

d) Follow up on the condition of any student or chaperone who was injured or became ill.

ANNEX 12 TRAPPED PERSONS (CLASSROOMS, ELEVATORS AND CONFINED SPACES)

This type of event can endanger the health of students, employees and visitors if someone is trapped in a classroom, elevator, room or confined space (for example: between walls, in a sewer, well or pipe, among others). If a similar event occurs, the following measures must be taken.

NOTICE: AN ALERT MAY BE ISSUED THROUGH THE ALARM SYSTEM AND/OR EMERGENCY TELEPHONE PROVIDED IN THE CLASSROOMS, ELEVATORS AND/OR CONFINED SPACES; IT IS THE DISTRESS CALL OF THE TRAPPED PERSONS.

a) Call the University's **Emergency Officer in Charge** or have him or her informed, indicating the location, number of people, sex and condition.

b) **The Emergency Officer in Charge** will designate a member of the **Emergency Management Committee** to guide the rescue personnel to the exact location.

NOTICE: DO NOT ATTEMPT TO OPEN ELEVATOR DOORS OR ENTER CONFINED SPACES TO ATTEMPT A RESCUE; LET QUALIFIED PERSONNEL OR A PROFESSIONAL HANDLE THIS.

c) After learning the situation of the trapped person(s), the University's **Emergency Management Officer in Charge** will contact the Municipal Office for Emergency Management and Disaster Administration (OMMEAD), the Fire Department and the Police, both municipal and state.

ANNEX 12 TRAPPED PERSONS (CLASSROOMS, ELEVATORS AND CONFINED SPACES)

(Cont.)

d) The University's **Emergency Officer in Charge** will move to the place closest to the location of the trapped person(s).

e) The **Emergency Officer in Charge** will contact the **Security Office** to cordon off the area and ask the people around the elevator, classroom or confined space to clear the area and return to their respective places of study or work. This will prevent the anxiety of the trapped persons from increasing.

f) The **Operations Officer** must establish a conversation with the trapped persons. It is important to point out that **they will not run out of air**; advise them to sit down, calm down and try to breathe normally. If anyone is breathing rapidly, ask him or her to place a bag over the mouth and breathe into it; this will help the person regain control and avoid hyperventilation. Getting comfortable will help them relax. Tell them that the security and emergency agencies have been contacted.

g) When communicating with the people, check whether anyone has a special health condition. Inform the **rescue group leader** of the number of trapped persons, their sex and, particularly, whether anyone has a medical condition.

h) Let the rescue personnel carry out their work, keeping all staff and students away from the area.

i) Make arrangements to provide fresh water and chairs for those affected when they come out of the elevator or confined area. If any of those trapped is a minor, inform his or her guardians of the incident.

j) **An elevator that has had an operating problem will not be used again until it has been properly checked and certified by a professional**. Prepare a report on the situation and include a copy of the inspection.

ANNEX 13 PROTECTION AGAINST STRAY ANIMALS

One of the problems of open spaces is the sudden presence of stray (ownerless) animals. This is due, in part, to abandoned animals searching for discarded food in garbage dumps.

The main risk is that a dog could cause mild or severe bites that require immediate medical attention. Therefore, it is important to prevent this type of incident by taking the following precautions:

a) Point out the dangers of approaching stray animals, particularly those that are chained, tied up or behind a fence.

b) Tell the people at the University that they must **never** bother animals.

c) Do not allow students to provoke or watch dog fights. They must not mistreat animals.

d) Alert students when aggressive or nervous dogs enter the University. Do not allow students to bring animals with these characteristics.

e) Male students are almost twice as likely to be bitten as female students, due to their bolder behavior. Point out that they must never bring their face close to an animal, pull its tail or corner it. The head and neck are usually the areas most frequently bitten, which poses a serious problem that threatens appearance, health and life

f) If you notice stray animals on the University grounds, activate the animal handling protocol and immediately contact the San Juan Municipal Office for Emergency Management and Disaster Administration.

NOTE: IF, DESPITE THESE PRECAUTIONS, A DOG ATTACKS A STUDENT, EMPLOYEE OR VISITOR, THE PERSON MUST BE TAKEN TO THE NEAREST HOSPITAL OR TREATMENT CENTER IMMEDIATELY. TRY TO KEEP THE ANIMAL UNDER WATCH, SINCE IT MAY NEED TO BE CAPTURED.

ANNEX 14 ALARM SYSTEM (BELLS / WHISTLE)

Administrative, teaching, non-teaching and service staff must be familiar with the Multi-Hazard Emergency Operations Plan that is implemented in emergency situations. In addition, they must know the functions they would perform if a fire, earthquake or other type of disaster occurred.

To ensure an effective response, exercises and drills are carried out, since part of the mission is to offer the educational community a safe place that is prepared for any eventuality. During the implementation of the Plan, exercises will be conducted to establish the evacuation alarm system.

The following table presents the codes of the alarm system that will be activated in the event of an emergency, particularly if it is necessary to evacuate one or more areas of the University:

3 intermittent rings **Ring**Ring***Ring**	**FIRE** Evacuate the building through the designated areas
1 prolonged ring *****Ring******	**EARTHQUAKE** Get under tables or desks; if a second ring is heard, evacuate the building through the designated areas

The entire educational community is advised to pay due attention to this warning system if present during an emergency exercise or a real event.

ANNEX 15 ITEMS FOR THE FIRST AID GROUP

It is recommended that the following items supplement the safety backpacks located in the classrooms. They will be kept in a safe and accessible place where they will remain at all times except in the case of an emergency:

FIRST AID GROUP ITEMS			
	50 “Triage” tags for every 500 students		40 burn dressings 3"x3"
	10 blankets for every 100 students		20 cold compress packs
	2 First Aid books, standard		4 64-ounce bottles of hydrating fluid
	2 First Aid books, advanced		12 rolls of paper towels
	2 20’ x 20’ floor covers for the first aid station		12 33-gallon plastic bags
	Fire extinguishers		2 packs of safety pins
	Generator (optional item)		2 thermometers
	Activities for people		Padded items for crisis counseling
Waterproof signs with the following texts		Tents for:	
	"IMMEDIATE CARE"	First aid station	
	"WAITING PATIENTS"	Kitchen area	
	“CRISIS COUNSELING”	Shelter for students	

ANNEX 16 EQUIPMENT FOR THE SEARCH AND RESCUE (SAR) GROUPS

Annex 16.1 Personal Protective Equipment for SAR Group Members

As many five (5) member teams as the size of the University requires must be developed. (This is based on the number of classrooms that must be checked throughout the University in 20 minutes). The following equipment is recommended:

SEARCH AND RESCUE PERSONAL EQUIPMENT			
	Helmet for each team member Fluorescent		Safety goggles for team members Whistle
	vest for each member of the team		and light sticks for each member of the team
	Leather-palm gloves, one pair for each team member		Keys to different University areas in a designated place

Annex 16.2 Basic Tools of the SAR Group

	10” adjustable wrench		3 rolls of 3”x1000’ barrier tape
	monkey wrench		1 8” cutting pliers (for cutting lines) 24”
	axe		bar
	sledgehammer		5’ to 6’ bar
	square-point shovel		small hacksaw
	round-point shovel		18” bolt cutters for breaking padlocks
	folding shovel		hammer
	6’ and 12’ ladders		roll of gray duct tape
	6” flat-head screwdriver		utility knife
	4” Phillips screwdriver		6 large plastic bags
	box to store these tools		adjustable headlamps
	heavy 8'x10' tarp		extra batteries for each flashlight
	20 SAR cards (red and green)		30 feet of rope
	emergency lamp		yard broom
	stretcher per group		

ANNEX 17 INSTRUCTIONS IN CASE OF FLOODS

This event can endanger the safety of students or staff if a storm or torrential rains cause rivers and streams to overflow their banks. If such an event occurs, the following measures must be taken.

ANNEX 17.1 Responsibilities

a) **Emergency Officer in Charge** or designee: Determine whether an evacuation is necessary.

b) **Emergency Officer in Charge** or designee: Notify the local Police of the intention to evacuate, the location of the safe place and the route to be taken to that place.

c) **Staff:** Evacuate the students using the established plan. Take the class lists and the emergency backpack. Take roll before evacuating the University.

d) **Emergency Officer in Charge** or designee: Carry out a visual inspection to make sure that all students and staff have evacuated the University.

e) **Emergency Officer in Charge** or designee: No student, resident, employee or visitor should be left unattended during the evacuation process.

f) **Emergency Officer in Charge** or designee: Issue a statement indicating that the University has been evacuated and notify the required agencies.

g) **Bus drivers:** If evacuating by bus, do not drive through flooded streets or roads. Do not cross bridges over overflowing rivers.

h) **Emergency Officer in Charge** or designee: Monitor the radio station on the emergency frequency for more details regarding the situation.

i) **Staff:** Upon arrival at the safe evacuation site, take roll and report attendance to the **Officer in Charge** or designee, as well as to the emergency response personnel.

j) **Staff:** Do not return to the area until emergency response officials indicate that it is safe.

ANNEX 18 EVACUATION IN CASE OF FIRE

ANNEX 18.1 Before a Fire Emergency

To minimize the risk of fire, the University must establish a preventive maintenance system for its various areas.

1 The University is equipped with smoke detectors, certified and accessible extinguishers, fire hoses and an alarm system.

2 Personnel belonging to the **Incident Command System** and the **Volunteer Group** in charge of Evacuation must be trained in the use of fire extinguishers and fire hoses.

a) Never use water on an electrical or flammable liquid fire. Use only a dry chemical or carbon dioxide extinguisher.

b) When using a dry chemical extinguisher on a flammable liquid fire, stay back at least 10 feet from the fire. Do not use a water extinguisher on flammable liquids.

3 It is recommended that faculty and employees be trained in the use of extinguishers.

4 Inspect and verify that firefighting equipment (flashlights, axes, safety equipment) is in service

5 Have the hydrants identified on each floor and in common areas.

6 Do not use defective outlets or equipment.

7 Notify a member of the **Disaster and Emergency Committee** of any defects found.

8 Do not add new equipment or extension cords in common areas without authorization.

9 All repairs or replacements of defective equipment must be made by a specialist.

10 Do not smoke in prohibited areas.

11 Verify that emergency exits open in the direction of evacuation (outward), are properly identified, and that stairways, hallways and lobbies are free of obstructions.

12 Verify that grilles, fences and other security mechanisms open from the inside.

13 Read the instructions before using new equipment.

ANNEX 18 EVACUATION IN CASE OF FIRE (Cont.)

ANNEX 18.1 Before a Fire Emergency (Cont.)

14 Keep flammable material labeled at all times.

15 Dispose of flammable substances properly.

16 As far as possible, train personnel in CERT courses.

17 Take online courses at www.fema.gov on emergency plans and management.

18 Read CPG-101 (Comprehensive Preparedness Guide CPG, current revision) on Developing Emergency Management Plans.

19 Regularly conduct evacuation drills of faculty, employees, students and visitors to the designated safety area, and have them evaluated by the competent authorities. The Plan must be open to including actions and comments on any flaws found in it.

20 Have a complete evaluation done by the Puerto Rico Fire Department.
REFER TO SECTION 27.0 of this Plan.

ANNEX 18.2 During a Fire Emergency

1 If you discover a fire, you must activate the University's fire alarm system.

2 If a fire occurs within the University or a nearby area, immediately notify the University's **Emergency Officer in Charge** or designee, the 911 System and the Fire Department.

3 The **Emergency Officer in Charge** or designee will contact the **Operations Officer** to activate the Plan.

4 Follow the instructions of the **Incident Command System** if the building has to be evacuated.

5 Only personnel trained in the use of fire extinguishers and fire hoses will be authorized to use them.

ANNEX 18 EVACUATION IN CASE OF FIRE (Cont.)

ANNEX 18.2 During a Fire Emergency (Cont.)

6 Remember the following when using extinguishers:

a) Never use water on an electrical or flammable liquid fire. Use only a dry chemical or carbon dioxide extinguisher.

b) When using a dry chemical extinguisher on a flammable liquid fire, stay back at least 10 feet from the fire. Do not use a water extinguisher on flammable liquids.

WHEN USING THE EXTINGUISHER:

1) Pull the safety pin.

2) Aim the extinguisher hose at the base of the fire.

3) Squeeze the extinguisher's discharge handle. Begin spraying from the edges of the fire, sweeping from side to side to extinguish the source of the fire, fuel, oxygen and heat.

7 Require evacuation personnel to notify the representative of each floor so that they inform the students of the activation of the Evacuation Plan.

8 Only trained personnel should put out the fire.

9 If the alarm sounds or you notice a fire, act as follows: a

Approach the exit and check the temperature of the door. If it is normal, open it carefully and verify that the fire or smoke does not interfere with your escape route.

b If the evacuation route is blocked by the fire, close the door immediately and use an alternate route such as the service door or a window.

c If the route is not blocked, keep moving as close to the floor as possible, since flames and smoke move toward the ceiling; the air and visibility are clearer near the floor.

d If the door is warm or hot, move away from it. If you do not have an alternate escape route, open a window and make or leave a signal indicating your presence in the classroom, laboratory, office or area where you are.

ANNEX 18 EVACUATION IN CASE OF FIRE (Cont.)

ANNEX 18.2 During a Fire Emergency (Cont.)

10 Do not use the elevators (if applicable).

11 The Fire Department will be called through the 911 System if the fire could not be extinguished.

12 Volunteer personnel on each floor will be positioned at the emergency exit doors (stairways) directing students, faculty, staff and visitors.

13 The evacuation will be carried out in an orderly and careful manner, using the handrails. Students, visitors, employees and contractors must comply with the instructions they receive from the persons in charge

14 The evacuation will be carried out starting with the students closest to the emergency, followed by people with special needs, assisted by the personnel in charge.

15 People will not be allowed to move in the direction opposite to that established in the Evacuation Route.

16 The **Incident Command System** must contact Emergency Medical Services and/or the 911 System in the case of people injured or affected by the emergency

17 The **Incident Command System** will evacuate people to the **Designated Safety Area** (“Meeting Point”), where a record of the people present will be taken and, based on their information, any absent persons will be reported to the **Operations Officer**.

REFER TO SECTION 26.0 of this Plan for the Evacuation of students and other persons at the time of the Emergency.

18 Students, faculty and visitors will not be allowed to re-enter the area, with the exception of emergency personnel, for the duration of the Incident.

When notified by the authorities that access to the incident area is not dangerous, students and other persons will enter it in an orderly manner, bearing in mind that some accesses may have been affected by the emergency situation.

ANNEX 18 EVACUATION IN CASE OF FIRE (Cont.)

ANNEX 18.3 After a Fire Emergency

1 Check whether there are people who require attention.

2 After verifying that there are no hazards in the surrounding areas, the University's **Disaster and Emergency Management Committee** will carry out an inspection of the area, taking videos and photos if possible, to determine the damage caused to both private and common property.

3 Entry into the structure will not be allowed until authorized by the authorities present.

4 The damage must be identified by the relevant authorities, and investigations must be facilitated.

5 The electrical installation of the affected areas will be inspected and evaluated by authorized personnel.

6 The companies that provide services to the University will be contacted to assess damage to their systems and equipment.

7 A damage report will be prepared, including the videos and photos taken previously.

8 Damaged equipment and items will be kept in a designated area until an official inventory is made.

9 A record will be kept of the expenses incurred for cleaning and repairing the affected equipment and areas.

10 The University's Insurance Agent will be contacted for the damage assessment.

ANNEX 19 INSTRUCTIONS IN CASE OF HURRICANE OR STORM

A Hurricane is a tropical storm in which the winds move in a circular motion around an area of low pressure.

The intensity of these winds (gusts) at a given moment classifies hurricanes into different categories according to the Saffir-Simpson Hurricane Scale, which is very useful for warning of possible damage and impacts in the areas along the path of the weather disturbance.

The Hurricane season for Puerto Rico begins on June 1 and ends on November 30.

SAFFIR-SIMPSON HURRICANE SCALE		
Category	**Description**	**Wind Speed mph (km/h)**
One (1)	Dangerous winds that will produce some damage; objects turned into projectiles by the wind. Damage to large tree branches, commercial signs and fences.	74-95 (119-153)
Two (2)	Extremely dangerous winds that can cause extensive damage. Damage to commercial signs and fences, which may be destroyed; shallow-rooted trees will fall and block roads.	96-110 (154-177)
Three (3)	Will produce devastating damage. Trees will be uprooted, roads blocked, metal constructions and unreinforced buildings will collapse. Unprotected glass windows will be destroyed by flying debris.	111-130 (178-209)
Four (4)	Catastrophic damage. There will be a high percentage of structural damage to the upper floors of apartment buildings. Steel frames of old industrial buildings may collapse. There will be a high percentage of collapsed structures.	131-155 (210-249)
Five (5)	Catastrophic damage. Almost complete destruction of all reinforced and unreinforced structures; a high percentage of modular homes will be destroyed; total failure and collapse of roofs and walls.	>156 (>250)

ANNEX 19 INSTRUCTIONS IN CASE OF HURRICANE OR STORM (Cont.)

CLASSIFICATION BY WINDS		
Category	**Description**	**Wind Speed mph (km/h)**
Tropical Storm	Organized system with strong winds and heavy rains, with winds greater than 38 miles per hour.	39-73 (63-117)
Tropical Depression	Forms when a group of storms come together under favorable atmospheric conditions with a defined circulation for a certain period of time, with winds of less than 38 miles per hour.	0-38 (0-62)

ANNEX 19.1 Before a Hurricane or Storm Emergency

The University's Incident Command System personnel must remain alert and in communication during the warnings of an approaching hurricane in order to decide whether to activate the Emergency Operations Center and the necessary Incident Command sections. Activation before the emergency helps respond more quickly after the hurricane has passed.

1. Protect important documents in sealed waterproof wrappers and place them in a safe place.
2. Make plans to secure property and belongings. Permanent storm shutters are the best protection for windows and sliding doors. A second option is to use plywood boards, preferably cut to size and ready to install.
3. Pay attention to information on radio and television.
4. Keep the Evacuation Plans up to date and in their proper place.
5. Make sure the trees around you have been pruned and cleared.
6. Empty refrigerators and dispose of perishable food.
7. All furniture and hanging or movable objects will be made as stable as possible or fixed to the floor or wall.

ANNEX 19 INSTRUCTIONS IN CASE OF HURRICANE OR STORM (Cont.)

ANNEX 19.1 Before a Hurricane or Storm Emergency (Cont.)

8. Cover monitors, computers, printers and any other electronic equipment with plastic to keep them from getting wet.
9. Identify and maintain direct contact with the people on the University grounds who require special assistance.
10. Inform students, faculty, employees and visitors that they must be prepared to evacuate the University if required by the authorities.
11. Check the University's own facilities and keep them prepared for the emergency.
12. Keep the sewers, downspouts and drainage systems around the University clean and free of objects that could clog, block or obstruct them. These actions must be carried out periodically as part of area maintenance.
13. Ensure the collection of garbage and materials around the University, and inspect roofs, hallways, parking lots and other areas to remove objects that could block exits and become projectiles during wind gusts.
14. The University's **Emergency Officer in Charge** will require the **Operations Officer** to have maintenance employees collect and store in a safe place the awnings, tarps, curtains and outdoor furniture from the terrace areas.
15. Request and coordinate with the companies that provide maintenance services the training of personnel to disconnect services and/or equipment in case of emergency.
16. Coordinate with the companies that provide maintenance services to the University and with the University's own personnel in charge (power plant, pump system, gates, extinguishers, alarms, etc.) the inspection of the systems as soon as possible after the emergency has passed.
17. Protect all equipment that may be susceptible to damage from moisture and water, if possible by raising it off the floor or by covering and wrapping it with plastic or other water-resistant materials

ANNEX 19 INSTRUCTIONS IN CASE OF HURRICANE OR STORM (Cont.)

ANNEX 19.1 Before a Hurricane or Storm Emergency (Cont.)

18. Keep an up-to-date telephone list of all University Emergency Coordinators. It must include Emergency Medical Services (state and municipal), the Municipal Office for Emergency Management and Disaster Administration (OMMEAD), the Fire Department, the Police, the State Emergency Management and Disaster Administration Agency (AEMEAD) and Poison Control.

ANNEX 19.2 During a Hurricane or Storm Emergency

1 Keep the University gates guarded, if the storm allows, for the possible entry and exit of emergency equipment.

2 Be willing to help and assist any student or person who requires special assistance or who has been directly affected by the emergency, as long as doing so does not put your life in danger.

3 Be prepared to evacuate the University if the authorities so determine.

ANNEX 19.3 After a Hurricane or Storm Emergency

1 Listen on the radio or other news media for statements from the authorities indicating possible present and future hazards, even after the hurricane or storm has passed.

2 After verifying that there are no hazards in the surrounding areas, the **Operations Officer**, when possible, will authorize the **Damage Assessment Group** to carry out an inspection, taking videos and photos if possible, to determine the damage caused to the physical plant, green areas, equipment and utilities.

3 Sewers, drains, downspouts, sidewalks and removable obstructions will be cleaned as far as possible.

4 The agreed Rationing Plans will be activated if necessary.

5 An Emergency Program will be established to repair damaged property.

6 The companies that provide services to the University will be contacted to assess damage to their systems and equipment.

7 A damage report will be prepared, including the videos and photos taken,

8 The Insurance Agent will be contacted for the damage assessment.

ANNEX 20 INSTRUCTIONS IN CASE OF EARTHQUAKE

Most earthquakes in the world occur along the contacts between the large rigid plates that cover the earth.

These plates are approximately 100 km thick and can be considered as floating on the deeper layer of the earth called the mantle.

The plates move horizontally and can collide head-on (forming mountains, e.g. the Himalayas), slide past each other laterally (San Andreas Fault) or one plate can slide beneath the other (subduction, where the largest earthquakes have been recorded).

Puerto Rico is located between the North American and Caribbean plates, where oblique subduction and lateral displacement have been recorded.

There are several scales for measuring an earthquake: the **Richter** scale (magnitude), the **Mercalli** scale (MM, intensity) and the **Medvedev-Sponheuer-Karnik** scale (MSK, intensity of ground motion and its destructive effects)

The **Richter** scale is based on the energy released by an earthquake, increasing logarithmically; it is the most widely used and known.

RICHTER SCALE	
Magnitude	**Effects of the earthquake**
<4	Not felt, but recorded on the seismograph
4-5	Felt, but causes no perceptible damage
5-6	Causes slight damage to structures
>6	Causes severe damage in populated areas
7	Causes devastating damage
8 or more	Causes catastrophic damage

ANNEX 20 INSTRUCTIONS IN CASE OF EARTHQUAKE (Cont.)

The **Mercalli** scale (**Modified Mercalli, MM**) consists of 12 degrees expressed in Roman numerals and associated with earthquake intensity as related to the damage caused to structures and people's perception (Degree I Very weak, Degree IV Moderate, Degree VI Strong, Degree IX Ruinous, Degree X Disastrous, Degree XII Catastrophic, Total Destruction).

The **Medvedev-Sponheuer-Karnik (MSK)** scale measures the intensity of ground motion based on the destruction of man-made structures, the transformation of the terrain after the shaking and people's impressions. It is similar to the Modified Mercalli Scale (Degree I Not perceptible, Degree IV Widely observed, Degree VI Strong, Degree IX Destructive, Degree XII Extremely Catastrophic).

ANNEX 20.1 Before an Earthquake Emergency

1 Agree with your family on a meeting point after the earthquake.

2 All furniture and hanging objects will be made as stable as possible or fixed to the wall.

3 Know your surroundings and possible shelters in case of an earthquake.

ANNEX 20.2 During an Earthquake Emergency

1 Stay inside the place where you are.

2 Avoid getting close to walls, glass windows, shelves, stairways and large rooms.

3 Take shelter under a desk, table or other sturdy piece of furniture.

4 Crouch down and cover your head and face with a non-hazardous object.

5 Remain calm. Assess the situation.

6 Watch the people around you so you can help them if necessary.

7 Remain inside the place where you are until the shaking stops and it is safe to go outside. Look for a safe place.

8 Do not use the elevators.

9 The University must take the appropriate precautions with persons with disabilities.

10 Regulations, state laws and federal laws apply to everyone. All state and federal OSHA regulations must be followed faithfully.

ANNEX 20 INSTRUCTIONS IN CASE OF EARTHQUAKE (Cont.)

ANNEX 20.3 After an Earthquake Emergency

1 Be prepared for more shaking.

2 The **Emergency Management Officer in Charge** or designee will activate the **Incident Command System**, and after verifying that there is no danger, they will meet at the **Emergency Operations Center (EOC)**.

3 The **Emergency Management Operations Officer** will send a group to carry out a quick inspection of the area, taking videos and photos if possible, to search for affected and injured persons and to verify the damage caused to the physical plant, green areas, equipment and utilities.

4 Do not use the elevators.

5 Do not run if the University is evacuated; go down the stairs in an orderly manner.

6 Prohibit the use of motor vehicles within the University unless they belong to security and civil protection agencies or to personnel authorized by the ICS Incident Command System.

7 The inspection groups must:

a) Check for possible gas leaks.

b) Disconnect the gas, water and electricity lines.

c) Take precautions with broken glass. Inspect the areas to identify fallen objects or objects that may fall.

8 Do not use the telephones, or light matches or cigarettes.

9 Follow all the instructions of the evacuation team. In addition, follow all the instructions of the State Emergency Management and Disaster Administration Agency.

10 The **Emergency Management Operations Officer** will create a group responsible for maintaining a designated area for storing damaged equipment and items until an official inventory of losses is made.

ANNEX 21 INSTRUCTIONS IN CASE OF TIDAL WAVE/TSUNAMI

NOTE: THERE IS NO TIDAL WAVE RISK FOR THE UNIVERSIDAD DEL SAGRADO CORAZÓN OR SURROUNDING AREAS. IT IS INCLUDED IN THIS PLAN AS INSTRUCTIONS TO FOLLOW IN CASE OF EXPOSURE TO SUCH AN EMERGENCY.

A tidal wave/tsunami is one or a series of large waves created by underwater disturbances due to earthquakes, collapses or landslides, a volcanic eruption or meteorites. A tidal wave can travel hundreds of miles per hour in the open ocean and make landfall with waves of 100 feet or more.

ANNEX 21.1 Tidal Wave/Tsunami: Know the terms

1 **Information Statement**: notification to the relevant agencies and the public that there has been a tidal wave/tsunami warning elsewhere in the ocean. In most cases, statements are issued to indicate that there is no threat of a destructive tidal wave/tsunami and also to avoid unnecessary evacuations.

2 **Watch**: a statement reporting that a tidal wave may be or has been generated, but that it will take at least 2 hours to reach the impact area. Watches are normally issued on the basis of seismic information, without information that a destructive tidal wave/tsunami has been generated.

3 **Advisory**: a statement issued by the agencies indicating that a disturbance has occurred at sea which could generate a tidal wave and produce strong currents and dangerous waves. Measures that could be taken by the authorities include closing beaches, evacuating nearby populations, etc. Statements are updated to continue the information, to expand or reduce the area that may be affected, or to cancel the advisory.

4 **Warning**: a statement issued indicating that a potential tidal wave/tsunami with widespread flooding is imminent or expected. Warnings alert the public that coastal flooding will be widespread, accompanied by strong waves, and could continue for several hours after the first

wave. Warnings must be updated, adjusted to the geographic area, downgraded or canceled.

ANNEX 21 INSTRUCTIONS IN CASE OF TIDAL WAVE/TSUNAMI (Cont.)

During the preparation of this Multi-Hazard Disaster and Emergency Plan, the Universidad del Sagrado Corazón is developing an Action Protocol in case people affected by a tidal wave in coastal areas use the University as a shelter.

ANNEX 21.2 Before and During a Tidal Wave/Tsunami Emergency

1 Protect important documents (personal, property) in a waterproof plastic wrapper and place it in a safe place.

2 Agree with your family on a meeting point after a tidal wave/tsunami. 3 Stay informed by radio or television to find out whether there is a tidal wave/tsunami alarm, whether an earthquake has occurred and which coastal area will be affected. If

4 the information you hear is a **TIDAL WAVE/TSUNAMI ADVISORY** or **TIDAL WAVE/TSUNAMI WATCH** for the north and metropolitan area, you must leave the University immediately and move inland, as far from the coast as possible, and remain there until the authorities indicate it is safe to return.

5 If the information you hear is a **TIDAL WAVE/TSUNAMI WARNING** for the north and metropolitan area and you are not at the University, you must immediately move to the upper floors and remain there until it is safe to move to another place.

6 Be willing to help and assist any faculty member, resident, employee or student who requires special assistance or who has been affected by the news of the emergency, as long as doing so does not put your life in danger.

7 Stay away from the coast and beaches. Never go onto the beach to watch the tidal wave/tsunami arrive. If you can see the wave, you are too close to it and will not be able to escape.

8 A noticeable recession of the water away from the coast is a natural tidal wave/tsunami warning and must be heeded. You must leave the area immediately.

ANNEX 21 INSTRUCTIONS IN CASE OF TIDAL WAVE/TSUNAMI (Cont.)

ANNEX 21.3 After a Tidal Wave/Tsunami Emergency

Listen on the radio or other news media for statements from the authorities indicating possible present and future hazards, even after the tidal wave/tsunami emergency.

1 Check whether there are people who require attention.

2 Stay away from flooded areas and areas affected by the disaster until the authorities announce that it is safe to return.

3 Stay away from debris in the water, as it may pose a danger to people's safety. Save yourself and your loved ones, not your possessions. After verifying that there is no

4 danger in the surrounding areas, the Disaster and Emergency Management Committee will carry out an inspection of the area, taking videos and photos if possible, to verify the damage caused to the physical plant, equipment, utilities, green areas and others.

5 Damaged equipment and items that could be salvaged will be kept in a designated area until an official inventory of losses is made.

6 An Emergency Program will be established to repair damaged property.

7 The service companies will be contacted to assess damage to their systems and equipment.

8 A damage report will be prepared, including the videos and photos taken previously.

9 A record will be kept of the expenses incurred for cleaning and repairing the affected equipment and areas.

10 The Insurance Agent will be contacted for the damage assessment.

ANNEX 22 INSTRUCTIONS IN CASE OF EXPLOSION

1 In the event of an Emergency due to an Explosion, students, residents, faculty, visitors and other University personnel must drop to the ground immediately at the sound of the explosion and protect themselves as best they can.

2 Try to cover your head, eyes, ears and exposed skin. When the first wave has passed, use any type of protection available to protect yourself from falling debris, glass and other objects.

3 When possible, after the explosion and its effects, report to the **Emergency Management Officer in Charge** or designee and to the **Captain of the Security Office**.

4 The **Captain of the Security Office** or designee must call the public safety authorities as soon as possible: Police (Municipal and State), Fire Department, Municipal Office for Disaster and Emergency Management (OMMEAD).

5 After authorization by the **Captain of the Security Office**, and taking safety into account, Security personnel must allow entry only to the civil protection and security authorities.

6 **Security Office** personnel will only allow people to leave on foot, keeping a record of those who do so and directing those who remain inside the University to a safe place.

7 The use of motor vehicles within the University other than those of security and civil protection agencies is prohibited.

8 Depending on the magnitude of the emergency, the **Emergency Management Officer in Charge** will activate the ICS **Incident Command System**, which will serve as liaison with the security and civil protection authorities.

9 The exact location of the explosion, the number of injured, affected persons and victims (if any) and the damage caused to the University will be documented.

10 The persons activated in the ICS will make a quick walk-through to check whether there are people who require attention and help, and will report this to the rescue groups.

11 Follow the instructions of the authorities in charge.

12 If the University has to be evacuated, the evacuation procedures and routes detailed in **SECTION 25.0** of this Plan must be followed

ANNEX 23 INSTRUCTIONS IN CASE OF POWER FAILURE

Power failures occur at any time, affecting the normal operations of communities. The University has three (3) emergency power plants to maintain and continue some basic needs.

1 ONAN Generator: CUMMINS POWER GENERATION, Model DGFC-5672983, Serial Number E040648690, 200 kW (250kVA), located near the Men's Residence Hall. GENERAC

2 Generator, Model 97 A 00411 S, Serial Number 2032723, 250kVA, located at the entrance of the Women's Residence Hall.

3 ONAN Generator, Model 150 DGF AL 28439 A, Serial Number 0890228271, 187.5kVA, located next to the Sagrado Corazón Building to serve the Office of the President and others.

For detailed information on the specifications of the three (3) electric generators, **REFER TO SECTION 34.0** of this Plan.

It should be noted that there are dangers in using candles, gas stoves, gas lights, oil lamps and other items when there is no electrical service. If it is necessary to evacuate, the normal evacuation procedures will be followed.

Immediately notify the **Emergency Officer in Charge**, the **Operations Officer** or the **Primary Coordinator of the Residence Halls**.

ANNEX 23.1 Power Plant Protocol

REFER TO SECTION 34.0 for the operating procedure for disconnecting (taking out of service) the University's electric generators.

1 Person in charge of the plant. 2

Administrator.

3 Maintenance Staff.

ANNEX 23.2 Maintenance

REFER TO SECTION 34.0 of this Plan for information on the Maintenance of the generators described above.

1 Maintenance – log with dates, times and who performed the service.

ANNEX 24 INSTRUCTIONS IN CASE OF CIVIL DISTURBANCES

1 Inform the **Captain of the Security Office**, who in turn will contact the **Emergency Management Officer in Charge**.

2 After authorization by the **Captain of the Security Office**, and taking safety into account, Security personnel must close all accesses, authorizing entry only to duly identified persons (students, faculty, employees…) and to the civil protection and security authorities, and not allowing anyone inside the University to leave.

3 The **Captain of the Security Office** or designee must call the public safety authorities as soon as possible.

San Juan Municipal Police: 787-296 1124 and 787-764-7989

4 Any disturbance that threatens public peace is handled by the State's public safety authorities.

5 Follow all the instructions of the Police and the authorities in charge of public safety.

6 Stay informed of the current situation through social media, the internet, telephone and radio.

7 If an evacuation has been carried out, return safely to your area when instructed by the **Emergency Management Officer in Charge** or designee.

ANNEX 25 WHAT TO DO IN CASE OF A SHOOTING THAT THREATENS PUBLIC SAFETY

At the first shots:

1 Take cover behind objects such as cars, walls, trees, etc.

2 Find a safe place inside the University buildings.

3 Students, residents, faculty and other University personnel must stay where they are at the time of the shots if they consider that they are safe.

4 Do not go near windows or doors.

5 Drop to the floor.

6 Inform the **Emergency Management Officer in Charge** or designee, who in turn will contact the **Captain of the Security Office**.

7 After authorization by the **Captain of the Security Office**, and taking safety into account, Security personnel must close all accesses, authorizing entry only to duly identified persons (students, faculty, employees…) and to the civil protection and security authorities, and not allowing anyone inside the University to leave.

8 The **Captain of the Security Office** or designee must call the public safety authorities as soon as possible.
San Juan Municipal Police: 787-296 1124 and 787-764-7989

9 In areas where meetings or classes are being held, the faculty member or person in charge must keep all attendees inside the room and enforce steps 3 and 4 indicated above.

10 Follow the instructions of the civil protection authorities, the Municipal Police, the Puerto Rico Police and others.

11 Protect the students and other members of the University.

12 Stay informed of the situation through social media, the internet, telephone and radio.

ANNEX 26 BOMB THREAT/EXPLOSIVE DEVICE/VANDALISM CALL

Every bomb threat will be treated seriously and will be assumed to be real.

Follow FBI Form FD-730 included in this Plan.

When answering the call:

1 Copy the exact text of the threat if possible.

2 Get someone nearby to act as a witness.

3 Note the time and the telephone number on which the call is received.

4 Try to keep the conversation on the device.

5 At what time and place will it explode?

6 Identify background noises.

7 What type of bomb is it?

8 Try to identify the voice: accent and tone.

9 Try to identify whether it is a man or a woman.

10 Notify the **Security Officer** and the **Emergency Officer in Charge** or designee as soon as possible.

11 It is the responsibility of the Emergency Management Committee and University staff to keep watch so that areas and hallways remain free of suspicious packages or devices.

12 Do not touch or move suspicious packages, bags or devices.

13 Notify the Police (Municipal and State) of the threat.

14 Consult the Police about other additional measures and actions.

15 Do not be a hero; let the experts in this type of emergency do their work.

ANNEX 27 INCIDENTS RELATED TO HAZARDOUS MATERIALS (HAZMAT)

NOTE: THE UNIVERSIDAD DEL SAGRADO CORAZÓN HAS DEVELOPED PROTOCOLS FOR HANDLING THIS TYPE OF EMERGENCY. REFER TO SECTION 38.0 OF THIS PLAN FOR THE REQUIRED PROCEDURES

1 Evacuate the area to an appropriate and safe distance.

2 Stay in a ventilated area.

3 Contact the **Emergency Management Officer in Charge** or designee and the person responsible for hazardous materials management at the University.

4 Warn the employees, visitors, students and personnel performing any function in the affected area of the University.

5 The **Emergency Management Officer in Charge** or designee, depending on the magnitude of the emergency, must call the San Juan Municipal Office for Emergency Management and Disaster Administration (787-480-4000) and 911. At night and on weekends, call 911 or the State Emergency Management and Disaster Administration Agency (AEMEAD) at 787-724-0124.

6 If persons duly certified to handle a spill incident are present at the time of the emergency, they must take action to contain it without risking their safety and health.

7 If an evacuation is ordered by the security authorities, evacuate the University according to the procedures.

8 If a medical emergency is created due to a hazardous material incident, follow the procedures for medical emergencies and inform the medical personnel that a Hazardous Materials (HazMat) emergency has occurred, including the type of hazardous material involved and, if possible, the Material Safety Data Sheet (MSDS).

9 Remember that the San Juan Municipal Office for Emergency Management and Disaster Administration (787-480-4000) is the closest and knows the realities of your area best.

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES

NOTE: THE ACTIONS DETAILED BELOW ARE GENERAL GUIDELINES FOR THE EVACUATION OF PERSONS WITH DISABILITIES.
WHEN EVACUATION DRILLS ARE CARRIED OUT, THE ACTIVITIES TO BE PERFORMED IN EACH OF THE BUILDINGS OF THE UNIVERSIDAD DEL SAGRADO CORAZÓN WILL BE DETAILED ACCORDING TO THE EVACUATION ROUTES CONTAINED IN THIS PLAN.

NOTE: THE UNIVERSIDAD DEL SAGRADO CORAZÓN MUST MAINTAIN A CENSUS OF PERSONS WITH SPECIAL NEEDS IN ORDER TO KNOW AND DEVELOP WHAT THEIR EMERGENCY PLANS WOULD BE.

This section provides a general guideline of procedures for persons with disabilities in case of evacuation, which could be complicated during a fire or other emergencies in the buildings.

Most buildings have accessible exits on the ground floor (at ground level) that can be used during an emergency.
In some structures it may be possible for people to remain inside in unaffected areas of the building. However, in most buildings individuals will need to use the stairs to reach the building exits.

REMEMBER:

ELEVATORS CANNOT BE USED

DURING AN EMERGENCY

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES (Cont.)

ANNEX 28.1 Description

A. General

1 The administration, students, employees and visitors must develop evacuation plans according to their own needs and identify the primary and secondary routes to follow from the building where they take classes.

2 Stay up to date on evacuation options.

3 Seek help from other people who are willing to assist you in an evacuation in case of emergency.

4 Communicate with the Emergency Management Committee regarding the Evacuation Plans of the buildings.

B Evacuation Options

Persons with disabilities will use the nearest exits for their evacuation, with the four options described below:

1 Horizontal

- Use the building exits to the outside (street)
- Enter unaffected areas of the University.

2 Stairways

- Walk to reach the building exits at ground level.

3 Stay in Place

- Unless danger is imminent, stay in a room with a window to the outside, a telephone and near a door.
- The person can stay in contact with emergency services by dialing 911 and describing his or her location as accurately as possible. Emergency services will relay the location to emergency personnel in the field, who will determine the need for evacuation.

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES (Cont.) **ANNEX**

28.1 Description (Cont.)

B Evacuation Options (Cont.)

3 Stay in Place (Cont.) If the telephone lines fail, use a cell phone; the person

- can also signal from a window by waving a visible object (colored cloth, sheet...)

- The Stay in Place concept may be more appropriate for buildings with a sprinkler system or structures where the refuge area is not nearby or available. It may also be appropriate for a person who is alone when the alarm is activated.

- A solid or fire-resistant door can be identified by the seal on its frame. Solid wood doors 1¾ inches thick in a metal frame can be good at resisting fire for a few minutes.

4 Area of Refuge

- Move to an area of refuge away from the danger.
- Go to the building's Designated Safety point, **SECTION 25.0**, and notify the Officer in Charge and/or Operations Officer or the emergency personnel of the location of the area of refuge.
- Emergency Agency personnel will determine whether further evacuation is necessary.
- The safest areas of refuge are the pressurized stairway enclosures common to buildings and open-air exit balconies. Other possible areas
- of refuge include hallways or lobbies near the exit stairways.

- Positioning yourself in a hallway next to the stairs is a good alternative, or in a small stairway space tightly packed with other students from the building.

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES (Cont.) **ANNEX**

28.1 Description (Cont.)

C Disability Guidelines

1 Impaired Mobility – Wheelchair

- People who use wheelchairs must stay in place or move to an area of refuge when the alarm is activated. They must be removed by the persons in charge of the evacuation when this does not pose a danger to either of them.
- If the person is alone, he or she must first contact the Emergency Officer in Charge and/or Operations Officer, reporting his or her current location and the area of refuge he or she is heading to. If the stair
- landing is chosen as the area of refuge, note that many buildings have relatively small stair landings, and wheelchair users are advised to wait until heavy traffic has passed before entering the stairway.

- Stairway evacuation of wheelchair users must be conducted by trained professionals (CFD). When carried out in situations of extreme danger, remember that moving a wheelchair down the stairs is never safe.

2 Impaired Mobility – Non-Wheelchair

- People with mobility impairments who can walk independently may use the stairs in an emergency with minor assistance. If the danger is imminent, the person must wait until heavy traffic has cleared before attempting to proceed down the stairs. If there is no immediate danger (perceptible smoke, unusual odor), the person may choose to remain in the building, using the other options, until emergency personnel arrive and determine whether evacuation is necessary.

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES (Cont.)

ANNEX 28.1 Description (Cont.)

C Disability Guidelines (Cont.)

3 Impaired Hearing

- At the University there are buildings equipped with audible alerts and emergency lights (red, yellow, green) in the fire alarm; however, people with impaired hearing cannot hear the alarms, so emergency instructions must be given in writing in an explicit note to evacuate the area.
- Reasonable accommodation for people with impaired hearing can be achieved by modifying the University's fire alarm system.

4 Impaired Vision

- People with visual impairments will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is probably different from the route commonly taken, people with vision problems may need help during evacuation. The helper must offer support and assistance to guide the person along the evacuation route.

ANNEX 28 EMERGENCY EVACUATION FOR PERSONS WITH DISABILITIES (Cont.)

ANNEX 28.2 Persons who have expressed a need for assistance

1 In an emergency there will be students, faculty or visitors at the University who will need help within the structure to take shelter, take cover and/or protect themselves. If you find someone who needs help during an emergency, you should try to assist him or her, if possible, without compromising your safety or health or that of the person who needs help.

2 If you know or are aware that someone will need assistance during an emergency, you must contact the University's **Officer in Charge** and/or **Emergency Operations Officer**.

3 To help and assist these people, the evacuation routes described in **SECTION 25.0** of this Plan must be followed.

4 The University must have a list (internal and approved by the persons concerned) of students who have expressed to the Emergency Management Committee the need for help in an emergency (the following serves as an example):

PERSONS WHO HAVE EXPRESSED A NEED FOR ASSISTANCE		
Grade	**Type of Assistance Needed**	**Communication**

ANNEX 29 CHECKLIST

SECTIONS		
Promulgation Document	**Concept of Operations**	**Direction and Control**
Plan Preparation: Originator	General	Continuity of Operations
Plan Approval: President	Mitigation	Chain of Command
Emergency Operations Center, NIMS Purpose	Preparedness	Contingency Measures
	Response	Measures to preserve Documents
Scope	Recovery	Emergency Operations Center Identification of
Definitions, Acronyms, Abbreviations	Plan Development and Maintenance	Alternate Facilities
References/Legal Framework	**Assignment of Responsibilities**	External
Notification Document	**Incident Command System (ICS) Executive**	Information Systems
Plan Review / Record of Changes	**Group – EOC**	**Risk Analysis and Preparedness**
Situation	Officer in Charge	Identification of Risks and Hazards Community
Identification of the Institution	Liaison Officer	Characteristics
Approximate University Population	Public Information Officer	Risk and Vulnerability Analysis
Peak Attendance Hours	Operations Officer	Risk Analysis
Risks and Hazards	Security Officer	**Training**
Type of Construction	Planning Officer	**Emergency Telephone List University Location**
Assumptions	Logistics Officer	
Knowledge of the Plan	Finance Officer	**Coastline (Tsunamis)**
Notification of the Plan	Enumerator	**Evacuation Routes**
Related Entities	**Operational Groups**	**Fire Department Inspection**
Emergency Management Committee Incident	Search and Rescue Operational Group, SAR	**Police Inspection**
Management Committee Training Employee and	First Aid Operational Group	**Management and Organization**
Volunteer Training Water and Power Rationing	Security and Damage Assessment Group	**Protection Benefits/Policy University**
	Student Release Group	**Blueprints/Systems**
Emergency Signage	Support Operational Group	**Intercom System**
Alerts and Warnings	Administration and Logistics	**Fire Alarm System Sprinklers, Extinguishers**
Evacuation Plan Location	**Evacuation**	**and Hoses Emergency Generators**
Execution of the Evacuation Plan	Communication	
Changes to the Disaster and Emergency Plan	Instructions	**Elevators**
Identification and Description of Areas	**Forms**	**University Incident Reports Water System**
Description	Damage Assessment	**and Swimming Pool**
Designated Safety Area	Communications Equipment	**Electric Gate System**

ANNEX 30 UNIVERSITY DOCUMENTS AND MANUALS

ANNEX 31 EMERGENCY LOG