

BASIC EMERGENCY RESPONSE PROTOCOL

INTRODUCTION

The Polytechnic University of Puerto Rico, aware of the changes in violence patterns over the past few years in workplaces, public places and educational institutions, endeavors to notify you of alternatives that may help protect the life of each and every member of the campus community. After considering possible scenarios that may happen at any time during working hours and threaten our community, we require you to get to know the procedures for evacuation and/or sheltering-in-place, and to take part in scheduled drills for any given scenario. The general Emergency Plan can be found in our institutional website by clicking on Services > Security Office. You will find suggestions in this document. You may also find the institutional Emergency Plan in the “Alerts and Documents” tab.

SCOPE AND APPLICATION

The enforcement of this protocol is required from all employees, visitors and subcontractors that may be performing tasks at any given moment within the institution facilities. The administrative personnel is responsible for providing guidance to visitors, subcontractor companies and/or individuals participating in activities in the basketball court or the theater, as well as guests staying in our facilities. Any employee that identifies an emergency situation may activate this plan by contacting (787) 622-8000 ext. 111 or by calling 911.

IN CASE OF A SITUATION THAT REQUIRES EVACUATION

An evacuation may be needed in response to various scenarios, as a preventive measure or in response to a specific situation, such as fires, gas leaks, and spills, packages or suspicion of hazardous unidentified materials, which may put the community at risk. Practice is required to identify exits, routes, and sensitive issues that could be worked on to improve and speed up the process.

REMEMBER:

- ✓ Alarm
- ✓ Escape Route
- ✓ Meeting Point

For this purpose, please consider, but do not limit yourself to, the following:

- **Get to know the emergency communications equipment:** audible alarm, visual alarm (red box - white light means evacuation) (white box - yellow light means shelter-in-place)
- If the audible alarm or the red box are activated, ***listen and watch***.
- **Go to the closest emergency stairs** and go around the back of the buildings to reach the meeting points.
 - **First Meeting Point:** green area in front of the Main Building, adjacent to the Ponce de León Ave.
 - **Second Meeting Point:** parking lot in calle Alhambra, adjacent to the Roosevelt Ave.
- **Please notify** the emergency management personnel if someone has been left behind or needs help to get out.
- **Wait** for re-entry orders from the institutional emergency personnel, or for specific orders from state or federal authorities.

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IN CASE OF SHELTERING-IN-PLACE DUE TO ACTIVE SHOOTERS OR VIOLENT SITUATIONS

Due to the social crisis prevalent in the island and worldwide, we are not exempt from the possibility of dangerous situations in our workplace. This is why we urge you to obtain guidance as to how to respond to a dangerous situation. Remember your actions could save your life or the lives of your colleagues. Individuals performing violent acts are willing to lose their lives and wish to become famous for the atrocity of their deeds.

**REMEMBER:
3 BASIC
STEPS:**

- ✓ **Run**
- ✓ **Hide**
- ✓ **Fight**

Consider the following to respond to this kind of situation:

- **Get to know the emergency communications equipment:** audible alarm, visual alarm (red box - white light means evacuations) (white box - yellow light means shelter-in-place)
- If you can exit the area without risking your life, do so and call **911**.
- Do not stop to retrieve your belongings and do not become distracted or delayed.
- If you can't get out, **hide, listen and watch**.
 - *Put your cell phone in silent mode.*
 - *Block the doors with heavy furniture or equipment.*
 - *Turn off the lights.*
 - *Wait for authorities to neutralize the attacker(s).*
- Do not run any risks, your life is important.

Once you are outside, notify authorities of any details: location of the attacker(s), number of attackers (if possible), tone of voice, accent, clothes, weapons. Anything you may remember is important.

Remember authorities aim to neutralize first, and then help those wounded or trapped afterwards.

The Institutional Task Force for the Response and Management of Emergencies provides some suggestions that may help you survive in any given scenario. Keep focused and use your senses to the fullest. Learning to identify threats and practicing is key to keep control under unforeseen situations.

LEGAL BASIS

Local and federal authorities, through OSHA, require the creation and implementation of an Emergency Plan supported by Disaster and Emergency Management agencies and the Puerto Rico Police Department.

We expect your full cooperation. Security is a shared responsibility for all of us.